

**The  
National  
Educational  
Secretary**

MAY-JUNE 1961



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# THE NATIONAL EDUCATIONAL SECRETARY

A professional magazine for Secretaries, Clerks, Bookkeepers, Administrative Assistants in Educational Offices  
and the official publication of

**The National Association of Educational Secretaries**

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

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MAY-JUNE, 1961

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**NAES OFFICERS FOR 1960-61**



## ACCORDING TO OUR NAES PRESIDENT

Edith E. Hammond  
Hampton, New Hampshire

"I like work; it fascinates me. I can sit and look at it for hours." Many of you have heard me refer to this quotation of Jerome K. Jerome's, which is one of my favorites. It makes one smile, but when one really considers it, there is a subtle meaning behind it.

I do like my work. There is no other profession in which I prefer to earn my living. Teachers have all my admiration and sympathy, but not my envy! Nurses, too, have my esteem, but keep me from the sickroom! Secretaries in the various business and professional offices, I am sure, have interesting work, but do not have the variety of problems and people with whom to deal that the educational secretaries have. "Never a dull moment!" No two days with the same problems and no two telephone calls with the same questions! It is fascinating and challenging!

I do not exactly sit and look at my work for hours, but I do considerable thinking while I am doing it. How else do we come up with these suggested "short-cuts"? They have to be thought of while doing the work. The good secretary sometimes is the "lazy" secretary, because she is the one who is forever thinking of easier and faster methods of doing the work! But why keep these thoughts to ourselves? This was the reasoning behind all our publications—from the first one, FILE IT RIGHT—AND FIND IT, to the fifth one to be published this summer, TAKE A MINUTE—SAVE AN HOUR. It was only by LOOKING at the job and thinking about it that these handbooks came into being.

As it is with our own "bread 'n butter" jobs, so it is with our professional association duties. Even while the officers are doing their work and carrying out their assignments, their minds are searching for better and more effective ways of serving not only the National Association, but all the local and state associations, as well as the individual secretary.

This year we have for the first time a "Central Mailing Office" at Northwestern University, with a part-time supervisor and clerical help as needed. This is our second year of "State Directors," the Chairman being one of our National officers. Our affiliated associations are reaching the figure of 200, and studies are under way to improve services offered to the local and state groups. I have been impressed with the calls upon NAES to furnish speakers for workshops and meetings. Efforts along several lines have been made to cooperate with State Educational Associations, Department of Classroom Teachers, Elementary Principals Association, and others.

We are growing in size as well as strength. We may not reach our goal of 3500 membership this year, but we are going to far surpass it some one of these days! When we do, the Association will become more effective and

(Continued on Page 38)

Our Office Is "On Its Toes"

This Our Office Does Best

Our Most Efficient Procedure Is

This is the NAES Members' Contribution Issue of the NATIONAL EDUCATIONAL SECRETARY.

Writing on the topics listed in the headline above, your colleagues and fellow educational secretaries from all over the country contributed the "lead" articles in this issue.

Like the books published by this Association, the ideas in this magazine are authoritative, practicable, useable—these efficiency ideas are **standard practice** in educational offices of NAES members.

Outsiders may spoof at that last statement, saying that it is prejudiced in favor of educational secretaries. And the answer can be, in the words of the superintendent of a large system, "Educational secretaries, in order to carry their heavy work loads, are always devising new short-cuts to do all their jobs better and more accurately."

The Editor's contribution to these ideas is: **The most important hall-mark of an efficient educational office is a much-used, dog-eared set of the four publications of the National Association of Educational Secretaries right there in the middle of the office along with the dictionary and the telephone directory.**

These four volumes, **PLAN YOUR WORK AND DO IT, FILE IT RIGHT, BLUEPRINT FOR ACTION, ACTION AND REACTION**, were written for educational secretaries by educational secretaries. If your office does not now have ready-for-reference copies at finger-tip reach, have your purchasing agent order the whole set now from

the National Education Association. The order-form details are on the back cover of this magazine.

Now read what your friends in other offices are doing!

#### TELEPHONE ANSWERING DEVICE FOR REPORTING TEACHER ABSENCES

**Grace B. Smith**  
Scottsdale Public Schools  
Scottsdale, Arizona

We have an automatic telephone answering device in the main office for reporting teacher absences. The teacher may call the recorder day or night until 7 a.m. of the day he expects to be absent. He has 20 seconds to record his message.

At 5:30 each morning, a clerk in the personnel department reports for work. Her first duty is to play back the recorded messages, call substitute teachers to cover the vacancies, notify the school of absences and replacements.

This has simplified the work of the personnel department, the payroll department, and the individual schools. A daily picture is always available of the absences in all our schools which cover an area of 80 square miles.

#### COLLATOR SAVES TIME

**Betty Shampine**  
Alhambra, California

The Administration Building has a Collator machine which is truly a time-saver. If you have ten pages to put together, you stack the different piles in the sections and the machine puts all together.

# Get sharp, clean copies



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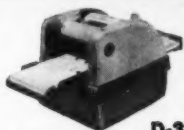
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## DUPLICATE DITTO MASTERS

**Edith Krueger**  
Arizona State University  
Tempe, Arizona

Type two ditto masters at the same time when more copies are needed than one ditto master will run. Any electric typewriter will make two excellent copies.

## TEACHER ABSENCE NOTIFICATION

**Rosalie Lestina**  
Van Nuys, California

Our procedure for absent teacher coverage at Sun Valley Junior High School is a real joy. A little 2½x4 inch slip, in duplicate, is made out on the first day of a teacher's absence: "\_\_\_\_\_ is substituting for \_\_\_\_\_ who is absent because of \_\_\_\_\_."

The original of this is posted on the bulletin board as soon as the absence is known or anticipated. When the substitute arrives, his name is put in the blank. If no substitute arrives, the blank is either left or a note is made that a substitute is not available.

This notification slip informs the faculty about the teacher's illness, death in family, vacation, etc., and there are fewer "gripes" at requests to cover classes. The duplicate is also completed for the secretary's records and for payroll purposes.

## KEYS AND SUBSTITUTE TEACHER INFORMATION

**Anne P. Walter**  
Highgrove, California

We have two helpful ideas to pass along to other educational offices:

1. Our school has so many keys to unlock doors that we finally decided to start a cross-reference file on them and it certainly paid off. Some keys unlock only one room whereas others unlock several rooms. The cross reference file lets us know exactly what the number of the key is and so which room or rooms it will unlock.

(Editor's note: Wish she had sent along a sample of her cross-reference card. Also, Anne, what do you do with the keys themselves? Where are they kept? How numbered?)

2. Our school uses many substitute teachers, it being a large junior high school. We have a sheet on which all kinds of information is noted to help out the substitute: the schedule of classes, the location of the room, name of teacher she is replacing, where the nurse's room is located, teachers' lunchroom, stockroom, etc.

Substitutes when given this sheet, all filled in when they arrive, exclaim over the ease with which they can get through the day without numerous questions, aimless wandering about, etc.

## AIRMAIL

**Margaret Hards**  
Gunnison, Colorado

One of our secretaries always adds an airmail sticker to plain envelopes, sticking half of the seal on the front of the envelope and the other half on the back, thus assisting the post-office personnel in processing the "rush-hour" mail.

(The Editor adds: Do this when you "rubber stamp" airmail on your envelopes—front and back.)

## TEACHER PERSONNEL CARD

**Stella Hickson**  
Alamogordo, New Mexico

In our administration offices we use a 4x6 personnel card file which contains the most-needed information on our teachers: birthdate, salary, address, phone, length of employment, where employed, grade level or subjects taught, degree, transcripts, health certificate, teaching certificate, additional number of hours earned, etc.

All the central staff uses this card file rather than scramble through several files for this information. The cards are kept up-to-date from year to year. This file is also very useful in making several reports to the State Department of Education.

### THREE IDEAS

**Alice Webster**

Salt Lake City, Utah

1. Old newspapers are tops to clean mimeograph stencils.
2. Having the permanent grade sheets bound into book form is a great help.
3. We make sure that the transcripts we send out are complete from the old grades to the date of leaving our school. Many times we receive records from schools which include only the work done in the one high school and the student has attended three or four.

### FILING TIP

**Barbara Ward**

Provo, Utah

The latest thing in filing is to use tabs that are placed right behind each others rather than being staggered.

For years we have been moving our eyes back and forth down the file drawer when it would be much simpler to follow a straight line back.

Color (the colored fanfold glued onto the tabs) should be used a great deal, i.e., blue to denote form files, pink for active, green for inactive, etc.

(The Editor asks, plaintively, Has anyone discovered a way to keep the filing labels really stuck to a filing folder instead of coming unglued at the back corner?)

### THE DISCUSSION PLAN

**Betty Conover**

Baldwin Public Schools  
Baldwin, New York

Every few months our office has small discussion groups, particularly if there is a problem. All grievances are aired, and suggestions are made to improve the workings of each department. Also, job evaluation on a small scale is done at the same time.

These small conferences or discussions tend to tie an office together so that there are no frayed ends to cause

friction. This, I would say, we do best in our office. This also tends to keep an educational office "right on its toes."

### PUBLIC RELATIONS

**Jean Wells**

Baldwin Public Schools  
Baldwin, New York

Our educational office is extremely conscious of the part we play in public relations. With the mounting pressures about a student's rank in class, class academic average, extra-curricular activities, college board results, and college admission, we of the Guidance Office, in meeting parents daily, are keenly aware of the importance of an enthusiastic greeting, a proper introduction, an expression of friendliness, and a desire to fulfill their needs. And we never forget a very pleasant "Good-bye" when the parent leaves.

### ROUND ROBIN MESSAGES

**Agnes McAndrews**

Baldwin Public Schools  
Baldwin, New York

One of our best time-saving procedures is the "Round Robin."

When a certain message or announcement is to be communicated quickly from the central office to each of several separate departments, a pre-established chain of phone communication is set in motion.

Central office phones the message to department A, announcing "This is a Round Robin . . ." Department A records it and immediately phones it, word for word, to the next location on the list, and so on down the line. The final office location is the central office where the chain began, thus verifying that the chain has been completed.

The advantages of this procedure are: Speed—faster than inter-office memos or U. S. mail to separate locations; coverage—complete, as checked by final verifying message; convenience—central office makes only one phone call.

## CENTRALIZED SWITCHBOARD

**Florence S. Conn**

Bensalem Township Schools  
Cornwells Heights, Pennsylvania

A Central Switchboard, or P.B.X., for a school district is like a "Nerve Center," from which all incoming and outgoing telephone traffic is directed and relayed, and all inter-office communications efficiently completed with personnel reporting their whereabouts at all times to the "Nerve Center."

Equally important is the saving of time and money in avoiding duplicate calls, in referring to the records of all calls made, local or otherwise, the ease with which one is able to check on date, time, and number of a specific call.

For administrators, professional and office employees, not to have to waste time holding the phone because of their called party being busy on another phone, changed number, and for many other reasons, a P.B.X. operator can, to a great extent, relieve nervous tensions. As for the taxpayers, what a relief (as is often evidenced) to know that they may reach any school or person in the school district and if necessary talk to many people—all on one phone call.

Better public relations? I would say so, having a Central Switchboard.

## THE COFFEE BREAK

**Dorothy Adams**

Lincoln Junior High School  
Warren, Michigan

In our office, our more efficient procedure is our morning coffee break which I share with my boss. We remain in the office, are available for phone calls or anything that needs immediate attention, and yet manage to settle a good many items in less than twenty minutes. We try to make our planning sessions at approximately the same time each morning.

When our "break" is over, the day's problems are settled, the work is planned, and we both feel that we operate more efficiently because of these few minutes of discussion which incidentally are not "stolen" away from the job just because we are indulging in a coffee break.

## NO CARBON REQUIRED

**Merle Scheibner**

College of Engineering  
Wayne State University  
Detroit, Michigan

Our educational office is right on its toes because we are using NCR forms.

Our office processes two types of a 4-page form on 500 students per semester during a busy period of a few weeks. Formerly this involved having four stacks of white forms with individual destinations noted on each, plus a large supply of carbon paper.

But, now, by having four pages color-coded by destination on NO CARBON REQUIRED paper gummed together in sets, the following was achieved:

1. One stack of supplies instead of five (saving space in files and on desk).
2. No material assembly necessary, thereby saving time.
3. Distribution by color is faster and more accurate.
4. Carbon paper smudges eliminated.
5. Need for carbon paper eliminated.

## TOTAL ATTENDANCE REPORTS

**Rose Hayes**

Apple Valley Association  
Wenatchee, Washington

Total the attendance daily on the principal's report sheet and at the end of the month all one has to do is record the totals on the last day and there are the totals for the entire month.



## EFFICIENT ROUTINE OFFICE PROCEDURES

### Myrtle Bungart

Secretary to the Superintendent  
School District of City of Clawson  
Michigan

Your office may want to try these:

**Pay Roll Checks.**—The bookkeeper lists all of the teaching staff by buildings on her payroll ledger sheets only once and cuts off any succeeding sheets eliminating writing the names each pay period. By listing the names by buildings, the checks are made out on the bookkeeping machine and placed in envelopes already sorted to be taken to their proper places.

**Purchase Orders and Invoices.**—Everything purchased for the school must be on a school purchase order. When invoices are checked against the purchase orders, a check mark is placed after the purchase order number on the invoice and on the purchase order form itself, indicating the items have been invoiced once and avoiding the chance of being billed again. Purchase orders are filed numerically and invoices alphabetically by firm name.

**Internal Accounting unds.**—Each building secretary is responsible for counting and depositing the cash coming in each day. Duplicate deposit slips are sent to the Board of Education for the bookkeeper to account for the items on the bank statements. Night deposit bags are provided for each secretary as well as the cafeteria cashiers, who also do their own banking.

### FAMILY CARD

#### Lily Herold

Elementary Secretary  
New York State Association  
Milburn Schools

A "family card" file has proved an invaluable adjunct to our elementary school files. At one glance we can tell how many children of a particular family we have in our school; the grade placement of each child; father's name, address, phone number; where the

family came from and when. If the mother works, the phone number to use in an emergency is listed. The oldest child is listed first and the younger ones added as they enter school. The cards are 5x8 in size.

When a family moves, the new address and school to which the child has transferred is recorded, and the card is held in a separate file for possible future reference. If this family returns to our schools the card is re-established in the reference file so the picture is extended and the family history brought up to date.

This card system is kept on the secretary's desk where it can be referred to instantly. Special teachers find it most convenient, particularly the school nurse. The latter may wish to check whether or not it is feasible to send a sick child home. At other times it is essential to know what other children in a family may be affected in a particular situation. A quick glance at the card tells the story.

The Home and School Association finds this information so helpful that a similar set of cards is kept up to date with the facts most helpful to its needs—the father's name, address, home telephone, number and list of children with the grade of each. The Secretary keeps the Home and School Association informed of any changes.

In September, or possibly in late June, a list of children who are not being promoted is checked against the cards. Since all the grades are entered after the individual children's names in pencil, it is simple to "up-grade" each child, making provision where no promotion is involved. When a child leaves for junior high school and there are other children attending our school, the name of the graduate is crossed out lightly and the story of that family is continued in our family card file.

Other refinements may be added to the needs of an elementary school, but over a long period of time we have discovered just what facts we consider essential for our use.



## SUNSHINE CLUB

**Dorothy D. Call**

Bensalem Township Schools  
Cornwells Heights, Pennsylvania

Several years ago we inaugurated our "Sunshine Club" and have found it has cut down those annoying and constant collections for "this" or "that" throughout the school year. We have confined our Sunshine Club to just our secretaries in the school district.

On the 30th of each month we each forward \$1.00 to our Sunshine Club Treasurer who keeps a small record book, and records each entry, and then publishes once a month a statement of our Sunshine Club Account, receipts and disbursements, etc. From this money we have been able to pay our local secretaries association dues, our state association dues, our National Association dues, and to send birthday card remembrances to our faculty and staff, and flowers in case of death or lengthy illnesses.

Throughout the school year we may sell football programs, run the concession stands on "gym night," or sell candy in our offices. All the profits are then deposited to our Sunshine Club Fund. With this additional source of revenue we are able to provide a scholarship to a worthy commercial graduate in June, give support to our local and state organizations when they need or request it, give gifts to our fellow secretaries who may leave to be married, have a baby, or other reasons. We also finance our bosses' dinner from this fund for our annual "Bosses' night banquet" conducted by our local association.

Whenever our funds are large, and they do grow more rapidly than you would think, we treat ourselves and splurge on the town—a theatre party, day-trip, etc. All in all these efforts are what we make them and we feel we have a pretty good system with our "Sunshine Club."

## CAFETERIA CENTRALIZED WAREHOUSE

**Ruth Dahlquist**

Bensalem Township Schools  
Cornwells Heights, Pennsylvania

Beginning in the fall of 1960, it was decided that all foods except, milk, ice-cream, and bread (which call for daily delivery) would be purchased by the school dietitian, instead of by each cafeteria manager, and stored in a Central Warehouse.

The purpose was to be able to purchase foods in greater quantity at a special rated price and to avoid the greater shipping costs due to the number of stops and handling of small shipments. The dietitian would be able to give better supervision to each cafeteria without being in each cafeteria personally. With food stored in the Central Warehouse, the dietitian knows what foods are available without additional purchases and is able to plan the menus for the month, with a savings to the cafeterias. The food from the Central Warehouse is easily transported to the various cafeterias, since the school truck must make daily runs to all the schools in the district. However, the transporting of food is usually one delivery per week and two at the most.

The Cafeteria Bookkeeper receives the invoices and records all purchases on her inventory slips. As the various cafeterias purchase from the warehouse, the purchases are deducted from the inventory slips. Any one wishing to know just what foods and quantity are in the warehouse, can easily do so, by reviewing the inventory slips.

The wholesalers submit their statements to the Cafeteria Bookkeeper for payment, instead of sending statements to each individual school cafeteria, who would then in turn forward them to the Bookkeeper, thus decreasing the time element in payment of bills. With completion of the payment of bills, the Bookkeeper then makes

a complete report showing, all incomes and disbursements for each individual cafeteria. This report must be ready for the regular meeting of the Board of School Directors.

In our school district, we feel that a centralized warehouse has been a successful venture from the standpoint of economy and efficiency.

#### **INTER-OFFICE MAIL**

**Mona Smith**  
Wichita, Kansas

The Wichita School system consists of 101 schools, plus the administration, curriculum, and service buildings. Inter-school mail is delivered twice a week to some schools and to all schools once a week.

The administration building is the central mailing depot. Materials to be distributed to each school are so marked and sent to the administration building. Distribution to individual schools is made from the central mailing depot.

Large envelopes are used and all items for a particular school are put in a common envelope. The envelopes are picked up twice a week to go out to schools; delivery is made by Board of Education truck. Time is saved in addressing envelopes from each department, and money is saved on amount spent for envelopes.

#### **CHAIN OF COMMUNICATION**

**Mazel Winegar**  
Superintendent's Office  
Pasadena, Texas

Our Educational Office is "Right on its toes" because our program is based on a workable administrative setup which spells out the "chain of command." Communications, inquiries, and problems are channeled to the proper offices for handling; through official announcements flowing out of the Superintendent's office, over his personal signature, each school and department is kept in tune with the

theme of our district's operation, which is "All matters given proper attention, promptly, in a democratic manner, using the best tools of public and human relations."

Our office personnel receives a copy of these announcements in addition to the one her supervisor receives, thus giving the worker the opportunity to serve her boss and the public more effectively. We believe that a well informed staff, given the opportunity to perform his or her service, reflects an educational office right on its toes.

#### **CARDS AND COLORS**

**Inez McNaughton**

President  
Coastal Educational Secretaries Association  
Texas

In the Personnel Office, we use the Personal Data Sheet as the cover sheet in the Gilmer-Aikin folder for teachers since it contains a description of all material which follow in order. The folders are clipped together with brads.

Our Business Notice forms are in a pad, with snap-out carbons, with six copies for various offices, all different colors.

We use contract forms in different colors: green for first year probationary, yellow for second year probationary, white for first year continuing.

In the Personnel Office, we use the Cardex system for application cards, with like numbers on cards and applications, describing each category.

In the Senior High School, the Student Schedule Cards come in three colors: white for Registrar's office, pink for Guidance office, blue for Principal's office.

On registration days teachers are grouped by departments, identified by signs overhead. This avoids confusion of students "running for classes."

We like Ko-Rec-Type, the correction sheet that corrects all mistakes made by a typewriter without removal of

copy. It eliminates all messy erasures and smudges and makes a perfect original. (We are not advertising this particular brand, it is the only one we know.)

## FILMS, ALPHABETS, AND ACCURACY

**Mildred Garrison**

**Fort Worth, Texas**

In Our Office, some of our most efficient procedures are:

1. Film orders for the various schools are placed six weeks in advance with the Central Audio-Visual Aids Department. Usage of films is checked as a basis for purchase of duplicate films. We print our own loose-leaf film catalog which is sent in to central office once a year for revision. The delivery system for the films and other school supplies from the store-room operates on designated days.

2. Alphabetization seems to be the key note to efficiency in the offices from personnel to child accounting. We make our own alphabetical guide from legal folders, cut in strips, stapled together and labeled to suit individual needs.

3. Accurate telephone messages are important, but more so in maintenance, where school, job, or need must be recorded accurately to route the workmen with as little delay as possible.

4. In the Music Office, a new 5-sheet order blank has been printed, which saves multiple letter writing for materials and supplies.

5. The filing clerk sits on a sturdy primary reading chair in order to reach the bottom file drawer.

6. In large offices of four or five secretaries or clerks, each girl learns to do more than one job. When one secretary is away from her desk, someone else can take telephone calls and carry on routine business.

## SUBSTITUTE TEACHERS

**Margaret Fultz**

**Houston, Texas**

Houston, sixth largest Independent School District in the nation, has 177,230 school children and 6,497 school teachers. Teachers are people, and as people, have many reasons for being absent from their classrooms. Illness, death, a wedding, in-service and professional meetings, an airplane that could not land, a boat that did not dock on schedule, all add up to approximately 33,885 absences in a school year.

At 7:00 a.m., or a few minutes earlier, Monday through Fridays, the elementary and secondary school offices are about the busiest places in a big and busy city. Automatic answering machines have already been taking calls, and telephones are ringing constantly with reports of absences and substitute teacher releases.

To qualify for the job of calling substitute teachers to fill vacancies, we have to be brief, helpful, and courteous. We have to "remember" when substitute teachers call in, what they teach, where they live, what schools like to have them substitute for them, and where they like to go. We must be able to glance at the list of vacancies, find a suitable place for them, and give them the necessary information, or say "thank you, we will call you."

New substitute teachers are screened and selected by the Personnel office, and sent to our office for conferences. We discuss what is expected of them, outline procedures, stress importance of contacting the regular teacher, and the necessity of being available for call at 7:00 a.m. Caddy-type files, easily rolled near the telephone, and school-calendar-type file cards for each substitute teacher, filed by grades or subjects, help us to find the right substitute teacher to fill a vacancy easily and quickly.

When vacancies are filled for the day, follow-up work begins. Reports from schools come in, rating forms are sent out to principals, and time cards are posted. A compilation of all substitute teachers on duty is prepared daily. Substitute teachers call in releases, and now we have time to discuss their problems. Many come by the offices for conferences. When a teacher is to be absent for a longer than usual period, principals call in and substitute teachers are screened and selected. Whenever possible, they are called and sent to the school for a visit with the regular teacher before the substitution begins.

Advance preparation and follow-up work are necessary, but without the cooperation and understanding of the hundreds of men and women who make up the substitute teacher lists, our work would not be possible. There is a good working relationship between the school office personnel, the substitute teachers, and the central offices. This enables us to work together quickly and efficiently for the smooth operation of calling substitute teachers.

### MARKING EQUIPMENT

**Nola Bacon**

Clear Lake Elementary School  
Eugene, Oregon

Right now at Clear Lake, we are working on a permanent way of marking desks, chairs, tables, etc. A permanent mark would enable us to take a faster and more complete yearly inventory. It has been suggested that we use a steel letter and figure stamp. It would take a set of alphabet letters and figures 0 to 9. It is necessary to have a mark that can be applied to metal or wood.

With a smile and scotch tape I sit at my desk

"My dress is torn" is a never-ending request,

With a flip of the wrist and a bend of the back

My mending is completed with a zip and a knock.

P.S. Masking tape works, too!

### STANDARDIZATION

**Maxine Rice**

Auburn Association of Educational Secretaries  
Auburn, Washington

Back in 1955 when the Auburn school secretaries were encouraged by the superintendent to form an association and affiliate with National and State, we met—almost under protest—not really understanding why we were meeting. At first we felt that another social club was just one too many in our busy lives but soon discovered that the mere fact that we were beginning to know each other better was of great benefit to us. Getting acquainted didn't take very long, however, so we began to look around for another excuse for our existence as an organization—some ways to improve our service and also make our task simpler.

There was one obvious answer—Standardization! How many times had we moaned "If only all our forms were standardized!"

So a Committee on Standardization of Forms was appointed and came up with ten forms which could be used in each school building to take the place of the many individualized forms then in existence.

A supply of these ten forms was mimeographed in the central office during the summer. Now, when the building secretaries return to work in the fall, instead of printing their own supply, they requisition (by memo) the number needed for the entire year. A check list is kept showing the number of forms supplied and each school turns in an equal amount of paper to the central office.

We feel that, had we accomplished nothing else, this one project would justify the organization of our association as it saves actual time used to devise and produce these necessary forms and at the same time standardizes them.

## COMMUNICATING

**Evelyn Cornrath**

**Longfellow School  
Spokane, Washington**

In our office our most efficient procedure is the method we use to keep communications flowing as frequently as possible throughout a rather large school unit.

Without the aid of modern electronic devices such as an intercom system, we depend on a Daily Bulletin, even twice daily, if necessary.

All staff members are expected to pick up their bulletins and mail at their mail box each morning and afternoon. A 700-pupil enrollment of grades 1 through 8 and a staff of 30 create continual changes of routine many times on short notice. Such changes can be published in the early morning Bulletin rather than with individual class interruption.

Too often in a large school, contact with one another is lost throughout the year; however the Daily Bulletin informs fellow staff members who is out with illness, whose daughter is to be married or whose son will be graduated from college or other personal family information which can and should be shared with fellow employees. Names of new students enrolled during the week, or names of substitute teachers teaching in the building can be announced.

Equally useful with the Bulletin is the opportunity to publish the agenda for weekly faculty meetings prior to the actual meeting. Teachers may thus be prepared for group discussion of current school problems.

Always we are faced with deadline and sometimes we condition ourselves to not feel these pressures too strongly that are associated with a deadline. But like taxes, they must be assumed and with the written reminder in the bulletin these deadlines, we find, are met with more efficiency.

But aside from all these many helpful uses of the Daily Bulletin, in our school, perhaps the most truly valuable effect of the bulletin is the great boost to group morale. It affords a tremendous opportunity to principal, teacher or supervisor to publicly give credit to some person, group of persons, or area deserving of credit. Moreover, the general responsiveness of fellow teachers and pupils to this feeling of well-being, being included in "on the news," has a decided positive reaction to the entire group, more of a feeling that each one is definitely an important part of a team working for the continued improvement of the educational system for the children of our community.

## KEEP ACCURATE RECORDS

**Josephine Freeland**

**Secretary**

**J. J. Browne School  
Spokane School District No. 81  
Spokane, Washington**

An "on it's toes" office keeps all records up-to-date and systematically filed and is able to furnish information or make reports to Central Administration accurately and promptly. Accuracy, neatness, and promptness are necessary in the keeping of all records.

**Attendance records** are important for several reasons. We need a true picture of the child's attendance as this may indicate to us the presence of an emotional or health problem. A portion of the school funds, from the state, are based on attendance. Therefore, accuracy and promptness are imperative when sending attendance reports to the office. Constant checking is done to insure this accuracy.

The first day a child is absent a telephone call is made to his home to inquire about him. This keeps our office informed about the problems of the children, contagious diseases, injuries and truancy or parental indifference. Much of the information so

gathered forms the basis of a report to the Health Department. This personal contact with the parents gives them the assurance that their child is known and his problems considered. A feeling of security is created for the child because he knows there is a place to go for help if he needs it. Here no problem is too trivial to be met with respect.

**Inventories of all books and equipment** are compiled in our office. The forms necessary for this are sent from the school district's administration office. They are carefully sorted and routed to teachers. In turn they are collected, carefully checked and recorded in triplicate. One copy is returned to the school district's secretary's office, one to the department office and one kept here in the principal's file. The copy kept here is kept up to date as we enter materials delivered and cross off articles discarded or sent elsewhere. This system promotes maximum use of all instructional materials and equipment. There is little value in an inventory that is not kept up-to-date.

**A calendar** of coming events, meetings to attend, dates reports are due and accounts of happenings is kept. This keeps us on our toes, prevents us from overlooking obligations and serves as a reminder in the event it becomes necessary to recall an incident.

We have no excuse for anything we do unless it promotes a better classroom situation for the children. The personnel in this office keeps well informed, abreast of the progress in our school system and aware of all changes in the community which affect our program. We endeavor to help teachers to help children thus creating an atmosphere of teamwork in order to best perform our duties as servants to the community in which we work. Children are our first concern therefore we work to serve them better.

To be "on our toes" at all times we must keep in constant contact with children, parents and teachers, maintain accurate records and promote an atmosphere of cooperative industry in the school. This is not a place to put in time on a job for the sake of a job. The secretary must like her work and the responsibility that goes with it. Accuracy and punctuality are two of our most important watch words. To be an "on her toes" secretary one must be well informed, pleasant, neat, courteous and willing at all times to perform any task to keep the "heart" of the school beating in rhythm and at the desired speed.

## TRANSCRIPTS

**Anna G. Johnston**

Clifford J. Scott High School  
East Orange, New Jersey

If one were to judge by the "shop-talk" at various meetings of educational secretaries, high school transcripts are a subject of consuming interest. The chief reason seems to be a too-limited understanding of the minimum essentials required for the transfer-transcript and the overwhelming volume of the post-high-school transcript.

To the pupil and parent, the transcript is a very personal thing; it ranks in importance almost with the diploma. To the educational secretary the preparation of a transcript is usually taken for granted as a necessary function of the office. And is expected to be ready for use when needed

Confusion arises because while transcript preparation is assumed to be a simple, rapid, clerical procedure no means for producing the simple, rapid transcription has been developed, nor is there any universally accepted agreement of what information should be on a transcript.

The problem then would seem to be three-fold:



1. **Development of an understanding of what constitutes the record.**
2. **Skill in producing an accurate, complete, record.**
3. **Development of a means by which the preparation of transcripts can become a simple, rapid, clerical procedure.**

### **The Transcript in the New Jersey Secondary Schools**

Those among us whose memory and experience go back to the old state form D-29-A were very much aware of the necessity for showing the **Complete record** for each pupil year-by-year and subject-by-subject. This form was required for every transfer and whenever any essential information was omitted the State Department did not evaluate the transcript but returned it for completion.

All of us were relieved when the Department required a D-29-A form only for out-of-state transfers and, later, when even that restriction was removed, a good deal of our clerical routine was further minimized. At no point did the State Department authorize the omission of any of the essential information. In whatever form submitted, the receiving school was to make the evaluation. In order to do so complete information, it was assumed, would be secured by the receiving school even as complete information had previously been secured by the State Department.

That transcript which is incomplete in any of its essential details pyramids work at both the receiving and sending schools or, if appropriate information is not secured, an inadequate, incomplete, or incorrect record results.

The following test should be applied to every transcript sent from or received in our offices:

1. Does it contain complete identification of the pupil? (name, date of birth, parent's name, address)

2. Does it contain his complete record? (every subject pursued, the year or years in which each subject was pursued, every mark—pending, incomplete, or failing shown)
3. Can every subject be evaluated? (number of weeks taken, number of periods per week, an indication of whether or not a subject is prepared or unprepared)
4. Is the diploma credit or a Carnegie Unit equivalency shown for every subject?
5. Is the length of the period shown?
6. Are the pupil's date of entry and leaving shown?
7. Are the subjects such as Health, Hygiene, Home Nursing, etc., clearly and separately shown?

### **The Transcripts for Post High School Institutions**

Volume of work is the great problem here. However, it is possible to anticipate the need for a very large number of transcripts. Different schools use different ways of doing this. One way is to canvass all members of a junior class in May or June concerning their post-high school plans. When it is known which pupil will require transcripts, a Secondary School Record mastercopy is prepared for each potential transcript. These are the steps usually followed:

1. Determine in advance those pupils who will require transcripts.
2. As soon as registration for the senior year has been completed, enter the subjects these pupils will take on their permanent records.
3. Immediately upon completion of the junior year enter junior marks on the permanent records.
4. During the summer, if possible, preceding the senior year, prepare a mastercopy for each of these seniors. On this stencil show the complete record through the junior year and indicate the subjects to be taken during the senior year.

5. Check each stencil for accuracy and completeness to this point.
6. File these stencils.
7. As requests are received during the senior year insert the marks to date on the stencil, prepare several copies of the record, use the necessary copies and return extras to the files. (As succeeding requests are received one of the extra copies may be brought up to date and used.)
8. When using this method the copy is usually stapled to the college application in the "transcript" portion.

This method is economical and satisfactory. The use of mastersets sold under the copyright of the National Association of Secondary School Principals insures acceptance of pupil's records by virtually all institutions of higher learning.

Preparation of up to two hundred or more transcripts at a time when normal interruptions are at a minimum (summer) is a distinct aid to accuracy and the attainment of speed. Under such conditions a single copy (stencil) can be prepared in half or less than half of the usual time. Additional copies require only a mechanical process.

Another method now generally accepted as satisfactory is to photograph the high school record. An obvious advantage of this method is the elimination of the checking step. While photographing might be faster than the method described above, it is probably more expensive since special equipment which may not be in the school office is necessary. And again, not all high school permanent records lend themselves to the process. Obviously, there is little justification for any process which takes longer than that described above. Unless the permanent record as it exists can be satisfactorily reproduced and interpreted in terms acceptable to the colleges it is probably neither wise nor economical to use a photographic process.

Space permits an opportunity to point up only those two aspects of the transcript problem which cause most concern to the New Jersey high school office. Perhaps in another issue and at a later date we shall be able to consider other related aspects of the high school transcript.

## CROSS CALENDARING

**Agnes Gray**

Roosevelt Elementary School  
Spokane, Washington

We use a system of cross-calendar-  
ing in the office to eliminate the possibility of missed appointments or missed deadlines for reports. Each item that is to be entered on either the secretary's calendar or the principal's calendar is entered on both. This gives the secretary an opportunity to remind the principal of meetings she would not otherwise be aware of and to know instantly where the principal is in case an emergency arises which requires his presence in the building.

In addition to this, scheduled meetings for teachers are entered on both calendars and a reminder sent to the teachers prior to the time they are to attend the meeting.

## SCHEDULING

**Helen M. Daly**

Newton Public Schools  
Newton, Massachusetts

In any school-system, the most important aspect of the administrative operation is that of scheduling or planning ahead for regular assignments and peak loads. In the central-office routine, this is most graphically illustrated in the purchasing operation, since this affects not only the central-office staff but reaches right into the minute-to-minute operations in the classroom, and to every pupil in the system.



Scheduling of annual administrative procedures can easily be anticipated when listed on a monthly-calendar basis for the guidance of the secretary and her boss. This allows for a manageable schedule whereby at the beginning of each month reference can be made to the calendar which lists items to be accomplished during that month. For convenience, these items can then be rescheduled for handling on the 10th, 15th, or 20th, of the month, if desired, thus providing a comfortable working schedule when taking into account unexpected occurrences—new federal forms, some is out sick and you are doing double-duty, etc. These matters can all be handled in a reasonable fashion if you are working on a properly scheduled basis which offers leeway for such inevitabilities.

The greatest advantage in this procedure can be realized by the staff and, in the instance of purchasing, the suppliers as well. This arrangement also permits the boss to achieve the goal once mentioned by a General Electric Executive who said, "We try to send our people home on Friday more relaxed than when they arrive on Monday morning."

Administrative scheduling in purchasing permits reasonable anticipation for preliminary work on the basis of the previous year's expenditures. For instance, how often have diplomas for high-school graduation been overlooked until the last minute, when it becomes almost impossible for the staff as well as suppliers to meet the deadline? When properly scheduled, the procurement of diplomas should be set up on the calendar for the month of March—seeking prices from suppliers insofar as quality of paper, type of printing, and kind of cover are concerned. While the quantity to be furnished is an important factor for consideration on the part of the vendor, this figure can be estimated on the basis of the previous year, or by using

the enrollment of the present senior class. As graduation time approaches, and the actual number of graduates and their names are available for printing, the preliminary work has already been accomplished, and it becomes a simple matter to finalize the transaction with the vendor who was selected in March.

In the instance of annual instructional, art, and custodial supplies, it has proven very helpful to review the specifications during the relatively quiet summer months, bringing specifications up to date, and accomplishing all stencil-work at that time. In this way, when fall inventory is taken in the central stockroom, and annual supply-requests tabulated, ordering of these supplies can be anticipated prior to January 1. This makes it possible to bid these annual supply items immediately after the first of the year, resulting in receipt of all shipments into the central stock room by mid-spring, and delivery of supplies to the schools prior to the June-closing. This arrangement greatly relieves the burden on the individual schools in the fall, with all supplies for the school year received, unpacked, and stored on the shelves prior to September opening.

We have also set up our schedule to order all textbooks and library books in January for delivery to the schools prior to June closing. This arrangement has proven helpful and beneficial to the educational program. This same general practice is helpful in other phases of purchasing—seeking bids for fall athletic needs in the spring; seeking bids for spring athletic needs in the fall; etc. Generally speaking, anticipating our needs by about six months provides for greater efficiency in filling the needs of the schools, and it also eliminates much frustration for all. This monthly calendar should be reviewed constantly, with items rescheduled when it appears feasible to do so.

## POINTERS FOR PLANNING FORM REVISION

**Dorothy K. Clapp**  
Board of Education Office  
Livingston, New Jersey

### Advance Preparation

1. Send to other districts for samples. Incorporate their good features into your planning.
2. Make at least two copies of planned revision.

### Determine the Advisability Of Revising Form

1. Is form still necessary?
2. Are you writing in something each time that could be a printed part of it?
3. Are the lines on which you insert information on different levels?
4. Does it give all necessary information or are you attaching additional information?
5. Does it meet the up to date requirements of the law? Example: Notarization no longer necessary, such as on invoice form.
6. Is it too lengthy? Can it be shortened without losing vital data?

### Points to Consider

1. Additional copies may be time saving to other departments or buildings to which a copy is ordinarily sent. Be sure to check with these places before deciding how many copies should comprise a set.
2. In having sets made, be sure to consider a different color for each copy for ease in filing, distributing or grouping.
3. Consider one time snap-out carbons for your form sets. Definitely time saving—worth more than the slightly higher (if higher) cost. Shop around, some printers do not add this to cost.
4. Get more than one quotation on cost. Be sure to consider the photo offset process, usually cheaper.

5. Areas to be filled in by typewriter.
  - a. If small, should be unlined to make typing easier.
  - b. If lines are necessary, should be typewriter spaced, single or double as needed.
  - c. If more than one area i.e. Name, Address, Dept., Date, etc., be sure to have on same line wherever practical.

#### Example

Name \_\_\_\_\_ Date \_\_\_\_\_ Dept. \_\_\_\_\_  
Address \_\_\_\_\_

- d. Consider vertical alignment also:

#### Not This:

Name \_\_\_\_\_  
Address \_\_\_\_\_

#### But This:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Dept. \_\_\_\_\_  
Date \_\_\_\_\_

IF practical. Vertical alignment returns typewriter carriage to same spot—another time saver.

- e. Distance between typing areas and printed areas should also be typewriter spaced:

#### Example

Name \_\_\_\_\_  
Address \_\_\_\_\_  
(typewriter spaced)  
(printed area)  
(typewriter spaced)  
Ship to \_\_\_\_\_

This makes vertical spacing to next typing area easy.

6. Is completed form filed in a binder? If so, be sure to allow room for the margin that will not be visible when in binder.
7. If form contains address to which it will be sent (purchase order, for instance) try to set up address area so it can be easily folded and used with a stamped window envelope

—eliminates second typing of address. This may mean rearranging the entire form in some cases but the time saved later is worth the planning. Stamped window envelopes come in various sizes. Post office can furnish exact sizes.

8. If form has numerical sequence, be sure to include this in the printing, IF PRACTICAL.
9. Consider weight of paper. If it is to be filed as a single sheet in upright position, should be heavier stock. If it is to be referred to very little after completed, could be light stock. If used often for reference, should be of quality to stand much handling.

#### Business Machine Forms

1. Set down your ideas using as much of above information as possible.
2. Check with your business machine salesman or serviceman before making any changes in the areas used by machine as it is currently set up.
3. Send for sample forms from other districts and states. If certain features used by them seem desirable, ask your machine man if they can be incorporated into your method.
4. Machine totals can sometimes be adjusted for greater efficiency, columns rearranged. Again, check with your "machine" man.
5. Check card headings. Rearrange if you are craning your neck to look at the extreme left side of card for a name or other data you are inserting at extreme right of machine.

#### Be Sure To:

Keep a copy for yourself when submitting job to printer.

Have printer submit a proof copy before job is run. Further small revisions can be made to form to make it more attractive or better balanced. This is especially true when extensive changes are to be made. Position of address for window envelope can also be checked with proof.



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#### Summary Points to Keep in Mind

1. Number of duplicate copies necessary.
2. Advisability of using different colors in form sets.
3. Extent of use (to determine strength of paper to use).
4. Final storage place (binder, file, folder, file drawer).
5. Use of window envelope (stamped to save licking).
6. Snap-out carbons for form sets.
7. Lined areas typewriter spaced.
8. Printed areas between typing areas also typewriter spaced.
9. Business machine forms to be revised only after checking with company.

(Continued on Page 37)

There is this side of the account . . .

## The Examiner Examines His Thoughts

**Morris F. Baughman**

Tucson, Arizona

Well, here it is December 1. Guess I can't put off that audit of the Invoice Extension Section of the Price Checking Bureau of the Comptroller's Office any longer. Miss Lydia P. Turnquist has no doubt spent her time since we were scheduled to come in on October 15 thinking up pointed remarks about the value of punctuality and sticking to established routines. Might as well face it. Either that or resign. Wonder how the opportunities are in public accounting right now?

Let's see. First thing we'll find is that Miss Turnquist has ignored all the recommendations in our report of last year. I can hear her sniffing now when I ask her about them. That woman can express more disdain with a sniff than a professional actor could with stage props and a thousand words of dialogue. What was it we recommended? Oh, yes. We thought she ought to get some kind of calculator to check extensions, instead of requisitioning a ton of scratch pads and 32 gross of lead pencils at the beginning of each fiscal year. This will bring the loudest sniff, and then she'll ask me just what those twelve loyal and true workers are supposed to do, if they're replaced by a machine.

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Editor's note: Friends in the public schools mention EXAMINERS with hushed voices, raised hands, eyes heavenward. You'd think they were ogres 'r sumpin'. Mr. Baughman has been the Examiner for the Tucson Public Schools; he looks just like a young, neat, orderly-minded accountant which he is. He now has his own public accounting firm and also teaches accounting at the University of Arizona.

Wilma Haight always bills herself as "a one-girl office." She attends Educational Workshops, so she's no Miss Turnquist.

Doesn't seem that these two articles have proved a single thing—except happy reading!

H'mm. Our spot check last year picked up 217 errors on invoice extensions. What was it Miss Turnquist told me when I took this matter up with her? I remember—her reply was to remind me of the McKesson and Robbins drug case, and to ask me if even auditors sometimes didn't make mistakes.

Then there'll be the matter of just getting hold of the records. Never saw an office where the papers pass through so many hands. You'd think they'd be through with the ones now that pertain to the year that ended June 30, but if there are any that aren't already totally illegible, it's a cinch they'll have to finger them some more. Makes it seem as if the whole organization will grind to a stop if we look at any of those invoices for five minutes.

Maybe when Miss Turnquist retires they'll be able to revise the filing system. Seems to be designed now to thwart enemy spies who might be seeking information. Ought to be able to sell their system to Allen Dulles, at that. Can't think of any other good use for it. When Turnquist started in that office, they only paid three bills a month, and that system of separating them by color was all right.

Then there's the Petty Cash Fund. Wonder if Jackson has turned the Comptroller's Imprest Fund over to somebody else, as I suggested privately to him last year? Probably not. No, of course not. We sent Boggs down there on June 30 to count the cash, and he was gone two days. Finally managed to get a master key and sneak into the office after Turnquist had left for the day. For two solid days he kept trying to get the cash box to see how much money was in

(Continued on Page 38)

Then there's the other side . . .

## The Auditor Cometh

**Wilma Haight**

**Glen Ridge, New Jersey**

Our auditors come in pairs. They say it's for mutual protection. The Chief Auditor is a large, genial individual who disarms us with camaraderie and bonhomie. He comes equipped with brief case in one hand and carton of Coca-Cola in the other for he is an honorable gentleman and never fails to replenish what he consumes of our private stock.

His assistant changes identity from time to time but maintains a similarity of appearance and habit from year to year. He is always a slight, dark, very young man with a Suspicious Nature. He circles the hat rack warily before entrusting his hat to it. He tentatively pokes the adding machine, certain it has been rigged, and approaches the pencil sharpener as though it were booby trapped.

All auditors smoke cigars: long cigars, short cigars, fat cigars, thin cigars. The result is a bulwark of smoke behind which they line up their battery of analysis sheets and stiletto-sharp pencils, and conspire in muted mutterings which keep me on tenterhooks.

Any psychologist, amateur or professional, will tell you at this point that they are merely discussing last night's ball game and that I am suffering from an overwhelming guilt complex. I won't argue the point. I sit at my desk and I watch the auditor totalling up his columns, checking off each item, tick, tick, tick. Half way down the page he stops, and so does my heart. He's found something, he rifles pages, he mumbles to his conferee he puffs his cigar agitatedly, smoke billows. The blow falls. In a

tone of shocked reproach he asks what has happened to a certain voucher of August 7 for \$2.98. The missing voucher unfailingly turns up on the boss's desk; but I couldn't look more guilty if I had absconded with the office coffee-and-bun fund.

This auditor-fixation of mine goes way back to nineteen years ago when I was a novice in the unique world of school accounting. My boss had succumbed to administrative ulcers and I was left to defend the office against all comers. On the day before the auditors were to arrive, I worked late, dusted the hat rack, installed new paper in the adding machine, emptied the pencil sharpener. Then went complacently home to bed. The next morning it came to me in the middle of my poached egg that I had not checked the petty cash. I raced to the office but I was too late. The auditors, neatly homburged and brief-cased, were hovering at the door. They were strangers to me, but I turned on the old Public Relations. I plied them with ash trays and stacked my neatly-ruled ledgers, reports, bank statements and checks before them as a diversionary tactic. Then bursting with co-operation, I told them that if they needed me, I'd be in the next room "filing."

The "next room" had started life as a cloakroom and was a dim, dank, cavernous space with one nude 15-watt bulb up near the ceiling. I sidled into it with the folds of my skirt draped over the petty cash box and surreptitiously started balancing out. Every so often I'd open and bang shut a file drawer for an illusional sound effect. Probably the petty cash was balanced in the first place, but I wasn't. I arrived at a different total each time I counted it.

To make a long story short—which is what the Editor keeps telling me—the petty cash finally balanced. I packed it neatly in its little box, then springing gaily from the cloakroom I skipped over to the astonished auditors and trilled, "Oh, you gentlemen DO want to check the petty cash don't you?"

And then I dropped it.

Rolls of pennies broke and went spinning off in all directions. Quarters, dimes and nickles jingled happily on the linoleum floor. The two men put aside their auditorial aloofness and got down on all fours to help me. We retrieved all but 12 cents. But to this day I believe that assistant auditor thinks I dropped the box to obliterate my infamy.

The petty cash has always been one of the mental hazards of my job. We have an arrangement for its safekeeping that would baffle an F.B.I. operator. In the office proper we have an old safe, vintage 1895. It has been used for so long that the tumblers of its combination lock now fall into place with loud clonks that can be heard across the room. The veriest tyro from the pages of Perry Mason could crack the combination. Therefore, the Board of Education has purchased a second safe which is kept in the cellar. Every morning I go to the cellar and open the safe safe. I tote its contents up the cellar stairs, through the office, and stow them in the unsafe safe. In the evening the process is reversed.

The safe safe is quite a piece of business. Its walls are 10 inches thick. They are so thick that most of the safe is on the outside with not much room left on the inside. Furthermore it is supposed to rest upon a stand. We have no stand so it sits upon the cellar floor with its dial at knee level to a dachshund. So far I have retained enough of my youthful suppleness to squanch down and read the combination. But the time is coming when I'm going to have to lay me prone on the concrete floor, with my nose

six inches from the dial, adjust my bifocals and attack the thing on more even terms.

Sometimes after several days of heavy rain we have a flood in the cellar. The safe stands upon a slight hummock about in the middle of the cellar area, but there are several feet of space covered by two or three inches of water that must be navigated before I reach this atoll. The auditors arrived during a period of inundation one year and gallantly came to the rescue. They found planks and carefully made a wobbly bridge for me from steps to safe. With feet encased in galoshes, I teetered across the planks to the safe. I opened it and tugged out the cash box while the water lapped and gurgled around me. Then I turned and tottered back to dry land while the two auditors stood on the cellar stairs calling words of encouragement to me.

My biannual joustings with the auditors have just about run their course for we are Going Into Automation. As I understand it, the truly automated secretary feeds punch cards into one end of a machine and the answers come out the other. Any incorrect card is rejected by the machine. Sometimes I have nightmares over what will happen when I have one of my bad days and the poor machine spews rejects in all directions. However, the auditor should find life much less complicated because surely the machine can keep the petty cash straight even though I am still needed to negotiate the flood waters.

But all joking aside, the auditor is actually the business office secretary's best friend. I'll tell you why. Heretofore it's been a trade secret.

Next time an Educator with a capital "E" blithely tells you to make up the deficit in Textbooks from the Capital Outlay account or to perform some other such budgetary skullduggery, draw yourself up, look him straight in the eye, and say, "Sir, the Auditor would never permit it!" This works. You try it.



# I Love a Lassie Who . . . . .

by

**ELIZABETH NELSON**

**Associate Professor of  
Business Education**

**University of Illinois  
Urbana, Illinois**

I love a lassie who . . . . .

. . . . . tells me when she is leaving for the day. (It's such a shock to find the daylight gone, the secretary no longer available, the building closed—just after lunch, it seems to me.)

. . . . . speaks the name of the caller, clearly. (Certainly, it may be my long-lost relative, or the teacher who retired two weeks ago; but today I've lots of "stuff" on my mind, and I can't give my own name if asked quickly.)

. . . . . in my office, writes my letters with the bits of information I've asked for set out in little paragraphs in the center of the page, like a three-line stanza, so I can find it quickly.

. . . . . catches my phone before it rings the third time, to prove the office is open and someone is there.

. . . . . dates everything—letters, of course, but also reports, simple tabulations; dates them and includes her initials for responsibility. Dates in code (9-60-NN or 960-NN means September, 1960, and that the typing was done by Nancy National.)

. . . . . assumes that if I'm late getting back to the office after lunch or from a meeting I have been detained

legitimately and behaves accordingly. To the caller, "Mr. Boss is usually in by this time; perhaps his meeting ran over or someone stopped him. I'm sure he'll come as soon as possible."

. . . . . gives me credit for knowing how I want a specific job done, and that I have a good reason. Consequently, she does not change from the instructions given.

. . . . . is careful not to interrupt needlessly, but lists her questions, messages, and small items for consultation to be considered at a mutually convenient time.

. . . . . is alert to mishaps and good fortunes which may occur to my staff—teachers, janitors, clerical helpers—so I can condole or congratulate appropriately.

. . . . . protects my prestige by the perfect letters she types, the flawless grammar, the pleasant atmosphere in the office, the gracious dignity with which callers by phone or in person are met.

. . . . . makes note of any unusual procedure whose details painfully discovered once will not have to be ferreted out the next time.

. . . . . remembers that the telephone and city directories, the WORLD ALMANAC, Roget's THESAURUS, our own files, contain **much** information, all of it useful—if consulted.

. . . . . writes messages for me so I can't misunderstand them, am not so likely to forget them—and neither is she.

.....feels the faculty, custodians, clerical workers, and students do not come to the building merely to annoy and interrupt her and her filing system.

.....believes that meticulous grooming is her privilege and obligation. She dresses as well as she can, appropriately, and in good taste for my office.

.....is careful to meet deadlines herself and by calling their approach to my attention early enough never to permit me to miss one.

.....doesn't wear her feelings on her sleeve, but assumes I did not intend the worst meaning and that it was not she I was discussing anyhow.

.....is absent only when absolutely necessary and then warns me as soon as possible.

.....is not "officious" to members of the staff. She remembers we are all a team and each member has his responsibilities and his **place** in the picture. Giving orders and not offending requires tact, even for those charged with that responsibility.

.....works calmly, cheerfully, efficiently, and quietly in spite of frequent interruptions.

.....is more eager that errors be corrected and not occur again than for establishing **who** was guilty.

.....has sufficient sense of humor to laugh at herself now and then.

.....knows the alphabet thoroughly, likes to file, and feels our office records give most service when they are up to date.

.....caresses the typewriter keys with little effort, much speed, and even more accuracy.

.....is careful in handling petty cash and the records involved.

.....gets to work on time and is ready to begin the day's work without primping.

.....leaves her home worries at home.

.....eats sufficient breakfast so that, in an emergency, she can postpone the office break for as much as an hour once in a while.

.....is blessed with a cultured voice, who enunciates clearly, loudly enough to be heard, but is not audible in an unpleasant way.

.....is quick to give credit to others for work done. Nothing is detracted from her prestige by acknowledging the good work done by others.

.....possesses considerable resourcefulness to improvise solutions when situations are unusual.

.....lists the tasks for the day in order of decreasing importance so that if some duties are not completed they are of least consequence.

.....belongs to the National Association of Educational Secretaries, reads the magazine, attends conferences and institutes, and takes pride in her professional obligations.

.....remembers that personal telephone calls prevent business calls, and she makes and receives only those calls of an emergency nature.

.....has only **two** grandmothers to die, one appendix to be removed, few sisters to get married.

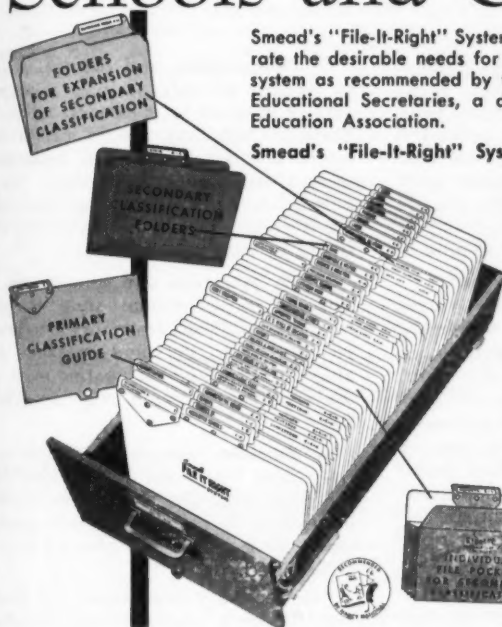
.....is certain that this is the best school in the State.

.....feels that her salary is adequate and reasonable.

.....is grateful for having me as her employer.



# A SUBJECT FILING SYSTEM FOR Schools and Colleges



Smead's "File-It-Right" System has been built to incorporate the desirable needs for a school and college filing system as recommended by the National Association of Educational Secretaries, a department of the National Education Association.

Smead's "File-It-Right" System contains:

- A. 29 primary classification guides with metal tabs and printed inserts.
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- D. Printed inserts for 140 folders and file pockets.
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- F. 1 box of Spi-Roll Labels.
- G. 25 outguides.
- H. A Manual — "File-It-Right."

The installation and operation of Smead's "File-It-Right" System for schools is simple and logical and can be done by the school secretary.

Above is the flexible File-It-Right subject index system for school administrative offices. Its logically indexed subject headings are adaptable to most administrative filing needs in the school. File-It-Right is made by Smead Manufacturing Co. and may be ordered through your stationer or school equipment supplier. Listed below are other quality Smead Filing Essentials, especially useful in your school office.

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# The Secretary and Written Communications

by FRANK M. HERNDON, Chairman

Department of Business  
Mississippi State College for Women

Producing effective written communications is one of the major problems of business. The secretary must see that communications command favorable attention as a result of type-script, arrangement, and proper form. More is needed, though. After a letter has made a favorable impression, its effectiveness can be measured only in terms of the results it obtains.

The skill with which a letter is composed is a key factor in obtaining good results. Usually the dictator assumes the responsibility for statements contained in the letter and for its general tone. Sometimes both the dictator and the secretary share this responsibility. The secretary is often called on to compose certain letters; therefore, it is important that she be acquainted with the principles of good composition:

1. **Be sure of your facts.** Every letter's purpose should be kept in mind during composition. All statements of fact must be accurate, or costly letters of correction will be necessary.

Reprinted by permission from Prentice-Hall **News-letter**.

2. **Be complete and concise.** A letter should be only as long as necessary to give all facts needed to fill its purpose. Wording should be to the point, without being curt. Repetition should always be avoided. Short words are better than long ones, but word choice should be based on the shade of meaning intended.

3. **Be courteous and considerate.** A sincere, conversational style is best for letters. Good manners in letter writing, as in personal contacts, are always desirable. The reader must always be kept in mind (the "you" attitude).

4. **Be clear.** Paragraphs should logically lead from one to another. The sentence structure should be varied, interesting to read, and easily understood. Trite words and phrases should be avoided.

The secretary must know her grammar, spelling, capitalization, punctuation, and so on. Meanings can be changed by a misplaced comma or a misused word.

Good communications contribute to efficiency and progress in business.



The educational secretaries of Lane County will be hospitality hostesses at the Open House of the National Convention in Corvallis next year. They add, "Oregon is fun. Come in '61!"

**NATIONAL EDUCATION ASSOCIATION  
NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES**

## NEA-NAES DEPARTMENTAL MEETING

Claridge Hotel, Atlantic City, New Jersey

June 26, 1961

Begin your vacation this summer in "The Queen of Convention Cities," Atlantic City, New Jersey. Join the throng headed for the annual Convention of the National Education Association. Send your reservation now for a place in the NAES Departmental Meeting where you will meet your professional colleagues from all parts of the United States. Come to share experiences and ideas with secretaries from other school districts—problems are similar, solutions may differ. Make plans now to affiliate and associate with the NAES in Atlantic City, Hotel Claridge, Monday, June 26, 1961.

All hotel reservations **MUST** be made through the NEA Housing Bureau on official NEA reservation forms. Housing information and reservation blank are on pages 6 and 7 of the February 1961 NEA JOURNAL, or a copy may be obtained by writing to Miss Kay Tidman, National Education Association, 1201 Sixteenth St., N.W., Washington 6, D. C.

### NATIONAL EDUCATION ASSOCIATION CONVENTION

#### National Association of Educational Secretaries Departmental Meeting

Claridge Hotel

Atlantic City, New Jersey

June 26, 1961

### P R O G R A M

Theme: "A CHARGE TO KEEP"

#### MORNING SESSION

- |      |   |              |
|------|---|--------------|
| 8:30 | Registration and Get Acquainted Hour.....   | Promenade    |
|      | New Jersey Association of Educational Secretaries   |              |
| 9:30 | General Assembly.....   | Trimble Hall |
|      | Presiding—Mrs. Elizabeth Ely, Program Chairman, Departmental Meeting  |              |
|      | Greetings—Mrs. Ellen Burkett, President, N.J.A.E.S.   |              |
|      | "Our Charge to Keep for NEA"—Miss Edith Hammond, President N.A.E.S., Official Delegate, N.E.A. Convention     |              |
|      | "It Happens This Way"—Miss Lois V. Rogers, Convention Coordinator, N.E.A.                                     |              |
|      | "There Is a Connection"—Miss Kay Tidman, N.E.A. Contact for N.A.E.S.  |              |
|      | "This Is Where YOU Belong"—Miss Isabel Paddock, Second Vice President, Membership Chairman, N.A.E.S.          |              |
|      | "Seeking One in Every State"—Miss Viola Craig, Executive Board Member, Coordinating State Directors, N.A.E.S. |              |
|      | Questions Answered  |              |

12:00	LUNCHEON.....	Ocean Dining Room
-------	---------------	-------------------

- Presiding—Miss Edith Hammond, President N.A.E.S.,  
 Official Delegate N.E.A. Convention  
 Greetings—Dr. Frank W. Hubbard, Assistant Executive Secretary,  
 Information Services, N.E.A.  
 Speaker—Dr. Lyle W. Ashby, Deputy Executive Secretary, N.E.A.

#### AFTERNOON SESSION

- 2:00 Panel Discussion: "The View Ahead"  
 Modertator—Miss Emma Castner, Past President, NAES and NJAES, Secretary to Superintendent of Schools, Washington, New Jersey.  
 "Our Heritage"—Mrs. Louise H. Nelson, President Emeritus NAES, Secretarial Supervisor, Philadelphia Schools  
 "Prospects for Educational Secretaries"—Dr. Sampson G. Smith, 1961 NEA Convention Committee, Superintendent Franklin Township, Somerset County, New Brunswick N. J.  
 "Expanding Services of the Educational Secretary"—Mr. Robert L. Foote, Executive Committee Member NASSP, Principal, Westfield High School, N. J.  
 "Preparing to Keep the Charge"—Mr. George J. Geier, Assistant Dean, Department Business Education, Fairleigh Dickinson University, Teaneck, N. J.  
 Questions Answered

- 4:00 Visit Displays — Convention Hall

Claridge Hotel

Atlantic City, New Jersey

Monday, June 26, 1961

**FORM FOR ADVANCE REGISTRATION AND LUNCHEON RESERVATION**

Luncheon Reservations must be received by June 19th, Identification tags, Programs and Luncheon tickets may be picked up at the Registration Table, Promenade, 8:30 Monday morning, June 26th. No refunds will be made.

Please make checks payable to NAES, DEPARTMENTAL MEETING and mail promptly to: Miss Isabel Paddock, Board of Education, P. O. Box 256, Warwick, New York.

Enclosed is my remittance for:

\_\_\_\_\_ Registration Fee (to be paid by all who attend)..... \$2.00 \$ \_\_\_\_\_  
\_\_\_\_\_ Luncheon and Panel Discussion..... \$6.00 \$ \_\_\_\_\_  
\_\_\_\_\_ Panel Discussion only (Included in Registration Fee)  
**TOTAL ENCLOSED** ..... \$ \_\_\_\_\_

Member NEA Member NAES

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Yes \_\_\_\_\_ Yes \_\_\_\_\_

Position \_\_\_\_\_ School District \_\_\_\_\_ State \_\_\_\_\_

Home Address \_\_\_\_\_

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## Call to Convention

To The Members of the

### NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES

#### This Is Your Call . . .

To the 27th Annual Convention of the National Association of Educational Secretaries at Oregon State College, Corvallis, Oregon, July 20-21-22-23, 1961.

#### Theme . . .

"Meeting the Challenge of United Professional Growth—Through Local, County, State, and National Professional Associations."

#### You Are Invited . . .

to attend and participate and have your voice heard in this 27th Annual Convention—to help organize ideas and ideals in "Meeting the Challenge" through . . .

**SERVICE                      INFORMATION                      FELLOWSHIP                      RECOGNITION**

#### The Challenge . . .

Professional growth, as an individual and as an association, through united efforts of local, county, state, and national associations.

#### Come . . .

The Association needs you . . . You need the Association!

Sincerely,

EDITH E. HAMMOND

President, NAES

## NAES ANNUAL CONVENTION

(A Department of the National Education Association)

Thursday-Sunday, July 20-23, 1961

Oregon State College, Corvallis, Oregon

THEME: "Meeting the Challenge of United Professional Growth—Through Local, County, State, and National Professional Associations."

Thursday, July 20, 1961

1:00- 7:00 P.M.—REGISTRATION.....Lobby, Snell Hall  
8:00-10:00 P.M.—OPEN HOUSE.....Cafeteria, Snell Hall  
NAES Officers and Presidents of the Affiliated Associations will welcome you. Hostesses: Lane County Association of Educational Secretaries.

Friday, July 21, 1961—Sessions Will Meet in the Home Economics Auditorium

8:00- 8:45 A.M.—REGISTRATION.....Lobby, Snell Hall  
9:00 A.M.—SESSION I—Meeting The Challenge on the National Front  
Flag Salute  
Invocation  
Greetings  
Response  
Reports of the NAES Officers and Chairmen for 1960-1961  
11:00 A.M.—SESSION II—Advisory Council Meeting  
Official representatives of the Affiliated Associations are the voting delegates. Other registrants may attend.  
1:30 P.M.—SESSION III—A Challenge—"Our Charge To Keep"  
Talks by representatives of the National Education Association and the Oregon Education Association.  
3:30 P.M.—SESSION IV—Meeting The Challenge of a United Profession  
Moderator and Formal Panel  
6:00 P.M.—LIFE MEMBERSHIP DINNER  
8:00 P.M.—SESSION V—Meeting The Challenge Through "Fellowship"  
Informal meeting. Slide pictures of Oregon and previous Conventions.

Saturday, July 22, 1961

- 9:00 A.M.—SESSION VI—Meeting The Challenge Through Professional Growth  
Sectional Meetings. Leaders and recorders chosen from attendance.
- 11:00 A.M.—SESSION VII—The Challenge Is Met  
Summary—Reports on Sectional Meetings.
- 1:30 P.M.—SESSION VIII—Advisory Council Meeting
- 3:30 P.M.—SESSION IX—Annual Business Meeting of the National Association of  
Educational Secretaries. Admission by membership card.
- 6:30 P.M.—CONVENTION BANQUET.....Snell Hall  
Speaker: Dr. Gerald R. Wallace, Superintendent Corvallis Public Schools  
"SORRY, HE'S IN CONFERENCE"  
Presentation of Professional Standards Certificates  
Installation of New Officers of the Association

Sunday, July 23, 1961

10:00 A.M.—ALL-DAY TRIP TO THE COAST

The Convention is Followed By

**AN INSTITUTE FOR EDUCATIONAL SECRETARIES  
AND OFFICE PERSONNEL**

July 24 through July 28, 1961

Oregon State College, Corvallis, Oregon

THEME: Keeping Pace With Our Dynamic Education

- Registration: 7:30 A.M. to 8:20 A.M., Monday, July 24, Home Economics Auditorium
- General Sessions: 8:30-9:30 A.M., Monday through Friday, Home Economics Auditorium
- Coffee Break: 9:30-9:50 A.M., Monday through Friday

**Courses:**

- Class Period I** 10:00-10:50 A.M., Monday through Friday (Choose One)
- No. 1: Be A Group Leader
- No. 2: Organizational Know How
- No. 3: A New Use For Your ABC's (A new method of notetaking)
- No. 4: If You Say It, Say It Right
- Class Period II** 11:00-11:50 A.M., Monday through Friday (Choose One)
- No. 5: A New Use For Your ABC's (Continuation of Period I)
- No. 6: Sharpen Your Typing Techniques
- No. 7: Professional Association Leadership
- No. 8: Improve Your R. & S. (Reading and Spelling)
- Lunch** 11:50 A.M. - 1:50 P.M.
- Class Period III** 2:00-2:50 P.M., Monday through Friday (Choose One)
- No. 9: What's Your P. Q.? (Personality Quotient)
- No. 10: Oregon, Its Resources, People, And Prospects
- No. 11: Do You Appreciate The Arts?
- No. 12: Conversation In An Envelope (Letter composition)
- Class Period IV** 3:00-3:50 P.M., Monday through Friday (Choose One)
- No. 13: Ears And Eyes In Education (Audio-Visual)
- No. 14: T.V.—Education's Friend?
- No. 15: Dress Up Your Office
- No. 16: Transcription Prescriptions ("Tricks of the Trade")
- No. 17: Are You Machine-Wise? (School office machines)
- Class Period V** 4:00-4:50 P.M., Monday through Friday
- Project Preparation—Individual Study and Library Time
- Display Visitations

**Social Events**

- Thur., July 20 Open House — President's Reception
- Fri., July 21 Life Membership Dinner (Life Members Only)
- Sat., July 22 Convention Banquet, Snell Hall
- Sun., July 23 All-Day Trip To Oregon Beaches (160 miles)
- Mon., July 24 Concert, Home Economics Auditorium
- Tues., July 25 Coke Date, Snell Hall
- Wed., July 26 Picnic — Avery Park, Special Entertainment
- Thur., July 27 Play — College Playhouse
- Fri., July 28 Coffee Hour
- Sat., July 29 All-Day Trip To Crater Lake (376 miles)

(The Institute Brochure containing the details of this Institute is mailed to all members of the National Association of Educational Secretaries as part of their membership dues. Others may secure the Brochure by writing to Oregon State College, Commerce Building, Corvallis, Oregon.)

Credit: The Oregon State College will extend two quarter hour credits to those who meet the requirement of regular class attendance and completion of a prescribed term paper.

### Registration for Institute Classes

The fee for the institute is \$22 for a credit or noncredit registration, payable in advance.  
The registration deadline is July 1, 1961.

Make check payable to: OREGON STATE COLLEGE

MAIL THIS FORM TO: Dr. Theo. Yerian, Commerce Bldg, Oregon State College, Corvallis, Oregon.

NAME \_\_\_\_\_ Miss \_\_\_\_\_  
Mrs. \_\_\_\_\_

(Please print or type) Last name

First name

Mailing address

No. and street

City

State

Check One:

☐ I am registering for college credit

☐ Not for credit

My CHOICE OF CLASS IS:

1st Choice

2nd Choice

(Indicate by Course No.)

Class I 10:00-10:50

Class II 11:00-11:50

Class III 2:00- 2:50

Class IV 3:00- 3:50

### Reservation for Room

NAME \_\_\_\_\_ Miss \_\_\_\_\_  
Mrs. \_\_\_\_\_

(Please print or type) Last name

First name

Mailing address

No. and street

City

State

Please make the following room reservation for me. (Housing will be in College dormitories with meals served in the cafeteria.) All room and board will be payable on arrival.

MAIL TO: Mrs. Frances Bogart, 937 N. 36th Street, Corvallis, Oregon.

☐ For the N.A.E.S. Convention, July 20, 21 and 22 @ \$2.50 per night, meals on your own.

☐ Staying over to take the Crater Lake trip, July 28 and 29 @ \$2.50 per night.

☐ For the Institute, July 23, 24, 25, 26, and 27. Choose from the following:

☐ Board and Room (includes breakfast and lunch) ..... \$22.00

☐ Board Only ..... \$ 9.25

☐ I wish to room alone (single rooms are limited)

☐ I wish to room with \_\_\_\_\_

Name

Address

☐ I do not plan to use College housing.

☐ Please send information on motels and hotels.

I (will/will not) be accompanied by my husband.

I (will/will not) be accompanied by my children.

Please indicate the number of children, age and sex

Signature

I plan to arrive in Corvallis ..... a.m./p.m. July ....., 1961, and leave ..... a.m./p.m. July ....., 1961.  
Checkout time is 7 p.m.

☐ I would like to be met.

My train arrives in Albany ..... a.m./p.m. July ....., 1961.

My plane arrives in Corvallis ..... a.m./p.m. July ....., 1961.

My Greyhound bus arrives in Corvallis ..... a.m./p.m. July ....., 1961.

My Trailways bus arrives in Albany ..... a.m./p.m. July ....., 1961.

### Rates for Five Nights

#### INSTITUTE PARTICIPANTS

Room and board (includes breakfast and lunch) ..... \$22.00

Board only ..... \$ 9.25

#### NONPARTICIPANTS

Adults (includes breakfast and lunch) ..... \$22.00

Child (with parent, room only) ..... \$ 5.00

Child (separate, room only) ..... \$ 7.50

Each additional child \$1 per night

Board (includes breakfast and lunch) ..... \$ 9.25

---

**SEND  
YOUR  
RESERVATION  
FOR  
CONVENTION  
AND  
INSTITUTE  
TODAY!**

---



## Registration for the Convention and Institute Social Events

MAIL TO: Mrs. Frances Bogart, 937 N. 36th Street, Corvallis, Oregon.  
Early registration is recommended. No refunds after July 1, 1961.

NAME		Miss Mrs.	
(Please print or type) Last name		First name	
Mailing address	No. and street	City	State
Position	School District or University	City	State
Professional Association	Office	National	State Local

Please check the following items for which you enclose fees and the complimentary items for which you wish reservation.

Number		
( )	Registration fee .....	\$ 2.00 .....
	Must be paid by everyone attending Institute and/or Convention	
( )	Thursday, July 20—OPEN HOUSE .....	Complimentary
( )	Friday, July 21—LIFE MEMBERSHIP DINNER .....	\$ 3.00 .....
	(Life Members Only)	
( )	Saturday, July 22—CONVENTION BANQUET .....	\$ 4.50 .....
( )	Sunday, July 23—ALL-DAY COAST TRIP .....	\$ 8.50 .....
( )	Monday, July 24—CONCERT .....	Complimentary
( )	Tuesday, July 25—COKE DATE .....	Complimentary
( )	Wednesday, July 26—PICNIC .....	\$ 2.25 .....
( )	Thursday, July 27—COLLEGE PLAY .....	Complimentary
( )	Friday, July 28—FAREWELL COFFEE HOUR .....	Complimentary
( )	Saturday, July 29—TRIP TO CRATER LAKE .....	\$12.00 .....
( )	You may include payment of your National Association dues for 1961-62 with payment for the social events and registration fee.	
	Dues .....	\$ 5.00 .....
	Please indicate if this is a new membership ( )	
	Renewal membership ( )	
	Total amount enclosed .....	\$ .....

### "ON ITS TOES"

(Continued from page 23)

#### KEEPING INFORMED

##### District of Columbia Association of Educational Secretaries, Public Schools, D.C.

It's a help to the administrator to have a complete picture of the situation before he begins a conference or keeps an appointment. He often needs to review the correspondence or reports.

When frequent requests are made for "running accounts" on particular subjects, data compiled in a book will save extra steps to the files.

Items that require follow-up may be kept in a special place so that replies can be attached without unnecessary searching.

If you feel that revisions will be made on a letter or report before presentation in the final form, rough

drafts, double spaced, can save considerably on time and paper.

Materials which are to be distributed (directories, curricula, report cards etc.) can be kept in an extra copy file. This saves time when the information is to be mailed or picked up at a moment's notice.

We try to keep up with the actions of the Board meetings where matters are approved and personnel changes are made. We try to know the responsibilities and activities of the various offices in our school system so that we may quickly and efficiently refer a caller to the right office.

Our Educational office is right on its toes because we try to keep the public informed through the distribution of materials, press conferences, and the giving of general information over the telephone.

## THE EXAMINER EXAMINES HIS THOUGHTS

(Continued from page 22)

it, and she kept trying to give the breakdown of disbursements from it instead. Came to \$3.54, as I recall. Big deal.

Wonder if those other gals that work in that department are actually deaf mutes? Once or twice, one of them seemed ot on the verge of speaking, but thought better of it. Guess the old dragon has told them **she** does the talking for the department, if there's any talking to be done. Be a help, though, if they could relax enough to exchange a greeting. After they remodeled the building last year, had to wait an hour for Turnquist to come back from lunch to find out where they'd moved the men's room.

I suppose Miss Turnquist is still sticking to that tried and true formula they taught her in Miss Appleby's School for Ladies in Business in 1893—never let the left hand know what the right hand is doing. Was it last year, or the year before, when one of the old gals passed quietly away? Must have been the year before, because by last year they still hadn't figured out what her duties had been. By that time, it was getting pretty urgent for somebody to take up where she left off, but nobody even knew where she had begun. Guess that little pile of invoices she was working on is probably still on her desk. They wouldn't let us come close to them last year, until they had been "processed". Couldn't even get close

enough to see the dates on any of them, but I suspect they were pre-World War II.

Always hate to ask for anything in there. I'm certain my requests are couched in clear terms, but it seems to precipitate a crisis every time. They drag out every thing but what I want, and whenever I ask for a single paper, everybody in the department starts flying around the room, rummaging through file drawer after file drawer. Like last year when I asked them about the invoices on that machine that was used down in the other building for handling those items. Seemed like hours before I could make them even understand me. Kept bringing me files on everything from staplers to rotary snow plows.

May as well get started. Oops, there's the phone. . . .

"Who? Oh, Miss Turnquist! How are you? Oh, that's wonderful. What's that? Well, as a matter of fact, I was just leaving. I've been wanting to come to your department for two months, but we've had some men out sick, and one thing and another. I've had to do some other messy jobs, when I should have been—. No, I didn't say **other** messy jobs. My goodness, no. If every department was in as good shape as yours, and all the supervisors gave us the cooperation you do, well, this job would just be a pure pleasure from one year's end to the next. . . ."

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## PRESIDENT'S MESSAGE

(Continued from page 6)

influential for we can then speak with the voice of ALL educational secretaries ALL over the United States in ALL phases of our work.

How is this going to come about? Only by the joint effort, or WORK, on the part of every secretary in education in the country.

Once again, may I say, I hope to see you during the coming year at one or more of our NAES meetings.

## Progress Report: "Take A Minute . . . Save An Hour"

By DOLORES ORTH  
Milwaukee, Wisconsin

The 1961 NAES publication **TAKE A MINUTE . . . SAVE AN HOUR** is in its final stages of editing, before it is put into the hands of the printer.

The rough drafts for the publication were written during a "writing seminar" at Luck's Lodge last October. Writers were Martha Luck, Amy Ruhland, Helen Fenner and myself. After this original typing was submitted to the Publications Division of NEA, Washington, D. C., it was correlated into continuity and sent to me for approval and correction. With heads together, again at Luck's Lodge, Martha and I perused the copy, made some suggestions, and returned the manuscript to NEA. Shortly after this, the cover design and sample art layouts were received, approved and returned.

Compromising on copy suggestions, the NEA Publications Division sent corrected manuscript copies to members of the committee for final inspection. Members sent their corrections, suggestions and other comments to me for integrating into one copy and forwarding to NEA for the printing of galley-proofs.

The final working copy may need cut here or condensed there in order to fit art work and copy into the correct number of publication pages. I traveled to the NEA Building in Washington, D. C. at the end of March for a two-day work session. According to schedule, galley-proofs will be finished the end of April and the printed publication will be ready for distribution to NAES members at the July convention in Corvallis, Oregon.

## NAES Regional Conference Planned For Fall 1961

Virginia Mathony  
Whittier, California

Plans are well under way for the Regional Conference to be held at the Charterhouse Hotel in Anaheim, California on November 3, 4, and 5, 1961.

The Los Angeles County Association of Educational Office Employees will be the hostesses for this Conference. The Planning Committee is under the Chairmanship of Helen Mainey who has announced the theme "Facts and Fantasies."

The Charterhouse Hotel is located across the street from the entrance to Disneyland. We know that many of you, especially those who do not live in the Los Angeles vicinity, will want to plan to visit Disneyland during this Conference, so plans are being made for a Disneyland Tour on Friday afternoon. Your family will like this, too.

There will be an open house on Friday evening to greet your friends. Saturday is packed full of workshops where you will really get the "facts." A pool-side luncheon is being planned for noon, and the banquet on Saturday evening. The Sunday morning brunch will wind up the Conference.

There will be more information later, but meanwhile, won't you please start making plans for California in November?

# Affiliated Associations Number 192

**JEAN FRITSCHÉ**  
**Chairman Affiliations**  
**St. Louis, Missouri**

The response of the Affiliated groups has been most gratifying and we are very hopeful that our GOAL OF 200 AFFILIATIONS for 1961-1962 can be reached very shortly—we only have 8 MORE AFFILIATIONS TO GO—

**HELP—WE'RE BEHIND THE "8" BALL!**  
Let's get 8 more affiliations quick!

Won't you help? If you haven't sent in your renewal (\$5.00) please send it immediately, or if you are a newly organized group send in your affiliation dues to:

Jean Fritsche  
Normandy School District  
7837 Natural Bridge Road  
St. Louis 21, Missouri

## Statistically and Figuratively Speaking

We now have 192 affiliations. Texas, California, and Michigan have the greatest number of affiliations with NAES with a three-way tie of 20 affiliations each—the runner-up is New York with 15.

There were 33 new affiliations for the 1960-61 year as follows:

Arizona	1
Arkansas	1
Colorado	1
Florida	4
Indiana	1
Massachusetts	1
Michigan	4
New Jersey	1
New Mexico	1
New York	6
North Carolina	1
Ohio	3
Oklahoma	1
Oregon	1
Texas	2
Virginia	3
Washington	1

The following states have sent in 100% renewals for 1960-61:

Arizona, Arkansas, Connecticut, Delaware, Florida, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, Ohio, Oklahoma, Tennessee, Texas, Virginia, Wisconsin, and the District of Columbia.

Let's have renewals from the following to make their states 100% and to meet our goal of 200!

California, Massachusetts, Michigan, Minnesota, New York, North Carolina, Oregon, Pennsylvania, South Dakota, Utah, and Washington.

The recommendations listed below will be presented to the Advisory Council and discussed by the delegates to the Advisory Council in Corvallis, Oregon, July 20-23, 1961.

Miss Helen Abramchuk, Chairman of the Committee to Study the Activities of the NAES Affiliations will present the recommendations.

Miss Adramchuk, Ridley, Pennsylvania headed a committee composed of Blanche Turner, Plaistow, New Hampshire, Pat Sullivan, Des Moines, Iowa, Maxine Corbin, Flint, Michigan, Helen Mainey, Redondo Beach, California, and Jean Fritsche, Ex-Officio.

This committee has worked diligently and consistently since their appointment in New Hampshire in July, 1960. Many of the Affiliations Presidents have received questionnaires and surveys from this committee, and from your reactions the recommendation will be formulated and presented to the Advisory Council.

Please show your appreciation of the committee's work by instructing your delegates of your feeling regarding the recommendations and in the case where a vote will be indicated—instruct them how to vote for your affiliation.

**IMPORTANT**—If you do not have delegates attending the Advisory Council you are entitled to mail your opinion or your vote to the Affiliations' Chairman, Jean Fritsche, Normandy School District, 7837 Natural Bridge Road, St. Louis County, Missouri. This communication must be received on or before July 14, 1961, and must be signed by the President of the Affiliated Group.

#### **A Recommendation Will Be Made Regarding Each of the Following**

1. Change in Constitution—How do you feel about changing Article V, Section 2—Do you think that representation should be increased to allow credit for affiliation with National? (One delegate allowed for each Affiliated group regardless of number of national members in the group)
2. How can affiliated associations share ideas with each other? Should the Presidents' annual reports from all affiliations continue to be distributed to all attending the Convention?
3. What services can NAES offer the affiliated groups?
4. How can we promote a feeling of "Togetherness" between NAES and affiliated groups?
5. Do you have suggestions for a title for the Newsletter which is sent out by the Chairman of Affiliations? One which can be used from now on and can be definitely identified with the National Association of Educational Secretaries.
6. Should the following philosophy or one like it be adopted by Affiliations?  
"Affiliation with the National Association of Educational Secretaries is a basic first step for every active

dynamic, interested local association. This affiliation is the means by which the local association identifies itself as a part of the National Association of Educational Secretaries. It is the means by which it is kept informed on all problems of importance to the organization and makes its voice heard in the shaping of the policies of the national organization. It is the means through which it can receive help in solving its local problems and develop among its members a group consciousness of the vital role each shares in the work of the National Association of Educational Secretaries."

7. Report of Committee set up to Re-activate Closer Cooperation with Classroom Teachers—Frances Scott, Tucson, Arizona, Chairman.
8. Vote on two candidates for representatives to the Elections Committees. The two candidates are to be selected from the Advisory Council.

Please study the above recommendations and prepare your delegates for the privilege of shaping the policy of the NAES.

In a well organized office, the secretary is the key person and she should recognize and accept her role. In a school the teacher has her job, and the principal has his, but none could do his job quite so well, if it were not for the educational secretary.

## **PIMA PRINTING CO.**

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## Summer Work Conference Planned In Texas

The Texas Educational Secretaries Work Conference will be held July 10-14, 1961 at the Driskill Hotel in Austin, Texas. This work conference is sponsored by the Texas Educational Secretaries Association, The Texas Association of School Administrators, the Texas Education Agency, the National Association of Educational Secretaries, and the University of Texas.

The theme for the week is "Challenges of the Educational Secretary," focusing special emphasis on Texas Education Agency work, public relations, professional growth and skills, and personal improvement. Keynote

speakers, capable in several fields, are being secured. Outstanding school administrators throughout the state, with many of our own members, will serve as consultants and group discussion leaders.

Monday is designated Administrator's Day and it is hoped that many bosses will attend. Entertainment for the week will include an open house and game night, boat trip to Green-shores Inn, a luncheon at the Villa Capri, and an evening of surprise entertainment.

For further information, please write to Dorene Allen, Chairman, Work Conference 1961, c/o the South Central Region, Magazine Staff Member, Mrs. Velma Norman, Houston School District, 1300 Capitol Avenue, Houston 2, Texas.

## Roslyn, New York, Conference Is In August

Attention secretaries in the New York Metropolitan area and outlying precincts! The Roslyn, New York, Educational Secretaries Association announces a work conference for educational secretaries to be held at Teachers College, Columbia University, from August 14 to 18, 1961. The conference is sponsored by the Business Education Department of Teachers College, with the assistance of an advisory committee from the Roslyn Association.

The one-week conference is planned for secretaries in administrative offices of school systems, elementary schools, junior high schools, and departments. Topics for keynote address, panel presentations and small group discussions include:

**The Business of Running a School System:** To help educational secretaries become better acquainted with the

school system as a means of understanding their positions.

**Efficiency in Handling Selected Office Tasks:** To acquaint secretaries with effective methods of handling some of the key office tasks in the educational institutions in which they work.

**General Aims and Philosophy of Education:** To assist educational secretaries in becoming better acquainted with the aims and functions of the schools in American society.

**Public Relations Responsibilities of the Educational Secretary:** To assist secretaries in becoming more aware of their public relations responsibilities and to help them see their roles in working with others.

**Understanding Children: Understanding Adolescents:** To help secretaries develop deeper insights into the behavior of the children and adolescents with whom they work in the elementary and secondary schools.

The seminar is strictly business. Each day's program will consist of a morning general session and small



group meetings or panel discussions. After lunch there will be an hour and a half of panel presentations followed by small group meetings.

Leading authorities in the fields to be included in the conference will present keynote addresses on each topic and will participate in panel discussions.

The registration fee of \$75.00 includes attendance at all sessions plus luncheons, coffee hours and conference materials. There will be rooms available in a University dormitory at \$3 and up a night. King's Crown Hotel on the campus will also be able to accommodate participants who wish to stay in the city during the conference.

The seminar is open to all educational secretaries. Brochures, registration blanks and additional information may be obtained by writing to Miss Dorothy Izzo, Roslyn Village School, Roslyn, Long Island, New York, or to: Professor Mary Ellen Oliverio, Conference Coordinator, Work Conference for Educational Secretaries, Business Education Department, Teachers College, Columbia University, New York 27, New York.

A detailed program will be available after April 15 giving names of speakers, discussion leaders and panelists.

How did this seminar come into being? How did this ambitious project GET STARTED?

Miss Dorothy Izzo, President of the Roslyn Association, reports that the idea for the conference grew out of a desire of the Roslyn group to further their professional knowledge. In Miss Izzo's words: "With the encouragement and understanding of our Administrative Staff, particularly Dr. Dexter M. Jeffords, Assistant Superintendent of Schools in Roslyn, our local Professional Interests Committee approached Dr. Mary Ellen Oliverio, Professor in the Business Education Department, Teachers College, Columbia University, and introduced to her our

idea of a week-long seminar of very special interest to educational secretaries. Teachers College has held such seminars for many other phases of education. The Director of Continuing Education agreed with the Roslyn secretaries that the job will not have been completed until educational secretaries have been helped with their responsibilities.

"We arranged to explore all possibilities of such a seminar at an all-day conference held last April. Our administration was 100% behind us. We extended an invitation to 37 school districts on Long Island to participate in the planning conference and 35 of the 37 sent a representative. In attendance at the meeting were secretaries, Board members, administrators, representatives from Teachers College and a director of Management Counsel."

As a result of the planning conference a steering committee was formed to study such questions as what subjects should be presented; what schedule could be arranged to dovetail with availability of college facilities and staff; what type of sessions should be held, lectures, discussions, panels? The outcome of the steering committee's planning is reflected in the excellent program scheduled for the week. Sessions will not lapse into "problem-telling time." Each group will be led by an expert in the field being covered.

As to the cost, again to quote Miss Izzo: "It is up to each individual Board of Education whether or not it will pay the cost of enrollment of their secretaries at the Work Conference. Long Island administrators and boards of education are strong supporters of the secretaries and their efforts for improvement in job performance. We have every reason to believe, therefore, that many Long Island School Districts will be willing to make a substantial contribution towards the expenses of their secretaries who attend the seminar."



## OVERSET

Agnes Dobronski and Wilma Haight, those indefatigable wizards of pen and typewriter, had gathered so many good ideas during their tenure as Associate Editors that we thought you'd surely enjoy the following items—even though we've been holding them as "over-set" since last fall.

### HANDBOOK, HAGERSTOWN STYLE

While puffing up and down the hills of the University of New Hampshire campus last July, we heard glowing accounts of a Handbook for Clerical Employees compiled and issued by the educational secretaries of Washington County (Hagerstown), Maryland. We tracked down the handbook on our last day at the Institute and were impressed not only by its content but with the excellence of its appearance.

The book is divided into four sections. The "Public Relations" section defines the way in which the educational secretary fits into the public relations affairs of a school system and outlines procedures to be followed both in meeting the public face to face and on the telephone.

"Departmental Information" describes the secretary's role in the instructional area, includes copies of all the official forms used in the system with instructions as to their completion.

"County Policies Concerning Clerical Personnel" gives information regarding job classification, sick leave, absence, vacations, retirement, etc.

The last section on "Professional Organizations" describes the work of the NAES, the Maryland State Educational Secretaries Association and the Washington County Educational Secretaries Association.

A limited supply of handbooks is available and may be obtained from Miss Betty Jean Baughman, Washington County Board of Education, Box 730, Hagerstown, Maryland, for \$2. Checks or money orders should be made out to the Washington County Board of Education. Any one section may be obtained separately. The sections on Public Relations, Professional Organizations and County Policies are available for 25 cents each. The Departmental Section which includes copies of approximately 75 forms may be had for \$1.00.

For the benefit of those of you who had the opportunity to review

this handbook at the New Hampshire Institute, we quote from a letter received from Betty Jean Baughman who is responsible for the beautiful duplicating job.

"It is all too true that I am the dirty-fingered printer for the Washington County Board of Education. My office is equipped with an offset machine, Model 1250, made by the Multigraph Corporation. I have a large manual paper cutter (they feel I can supply the power), a Pitney-Bowes folding machine, and punching and binding equipment. This serves our fifty schools and eighteen thousand students. All of the school lunch forms, transportation, finance, purchasing, report cards, booklets, band and play programs, tickets and a host of other things are turned out on the offset machine. We use IBM electric typewriters and Miss Christine Hurd of the Superintendent's Office is responsible for typing and set-up. She does a beautiful job and I cannot take full credit for anything as the duplicator can get no better copy than what is put on a paper mat or metal plate."

Thanks, Betty Jean, for your information; and thanks also to your Superintendent, Dr. William M. Brish, for his cooperation in making the handbook available to other schools throughout the country.

### **TIPS FROM TEXAS FIELD SERVICE COMMITTEE**

(Texas Educational Secretaries Association)

Does your state have the problem of helping local groups organize and become going concerns? In Texas local groups may receive benefits of personal service through the TESA Field Service Committee, which, upon request, will assist local groups to organize or to become affiliated with the

Texas and National Associations, will supply speakers for local groups, or assist in any way wherever needed.

The three members of this committee are chosen from different parts of the state in order to give contact over as wide an area as possible. They supply information to any group of educational secretaries and clerical assistants interested in the organization of a local unit and visit interested groups to encourage the formation of local units. They encourage local units to affiliate with TESA and NAES and individual members of local groups to join both the State and National Associations. They also see to it that the state president, the TESA TALKS editor and others who need the information are notified of the newly-organized local units.

### **OFFICERS HANDBOOK**

The Texas Educational Secretaries Association has completed its Officers Handbook. Copies at \$1.50 each may be obtained by writing the president, Miss Rita Cox, Box 3912, Odessa, Tex.

### **PUBLICITY MINDED**

As a participant at the Texas Educational Secretaries Convention, Galveston, Texas, April 22-24, Velma Norman was so impressed with all the loot and trophies she carried home that she arranged the whole kit and caboodle in a three-shelfed glass exhibit case outside her office. The luau menus, leis in yellow, green, orange, red, and gray, the gay print drawstring loot bags, tapa papered programs, enameled earrings, shell ash trays, shells, coral, hula figurines, gold palm tree table decoration, canned mint pineapple (door prize), the convention folder, and one whole shelf covered with "loot" made a colorful

and prominent display. It has aroused much interest—not only among the clerical staff and the administrators, but visitors in the building.

### **PROGRAM SUGGESTION**

(Odessa Association of Educational Secretaries)

One of the highlights of an Odessa Association Bosses' Night program was 'The Dictation Skit' in which three bosses took a letter and later in the evening transcribed their notes.

### **HELPFUL HINT**

Of necessity yearbooks are usually a little late to inform the membership of program dates and about social activities. Houston Administrative Educational Secretaries Association is preparing a booklet with this information for distribution to the members at the first meeting in September. Then it will also be sent to non-members (hoping to arouse their interest). All calendars can be marked right away with the entire year's activities.

### **WHAT'S IN IT FOR ME?**

How many times have you frustrated, teeth-gnashing Membership and Publicity Chairmen come up against that question? Here are some answers that may help you with your sales pitch.

The September, 1959, issue of the NORTHWEST DISTRICT NEWSLETTER, Ohio Association of Public School Employees, contains these two paragraphs:

"In the past year we have heard negative attitudes regarding the Ohio Association of Public School Employees phrased several ways—but in

general they could be summed up by a few famous last words, 'What's in it for me?' 'Why should I join?' .... Membership in most any group implies to the outsider a positive expression of one's attitude. For certainly membership in the Ohio Association of Public School Employees is an expression of the desire to build and sustain a program that has as its goal better schools, better working conditions, and better qualified personnel.

"Teddy Roosevelt once commented that every man owed something of his time, talents and funds to the upgrading of the profession or occupation that provided him with his livelihood—and there were no exceptions."

And from THE FAIR SECS of the Iowa Association of Educational Secretaries:

"'Why is it so necessary to participate?' you say. Teachers and administrators are constantly taking further study . . . Can we secretaries sit back and watch the whole educational system change so rapidly and kid ourselves that we aren't going to have to do something to continue as competently as we have been in our jobs? Every day it becomes more important for us to improve not only our skills, but our human relations, understanding of the educational system and what it offers, our background in the cultural areas, which is becoming increasingly necessary in our day-to-day living and personal happiness, and our professional standing."

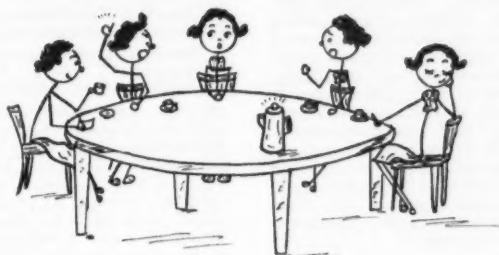
The Hagerstown, Maryland, Handbook puts it in part like this:

"Unless there is a strong professional organization, there can be no profession—there are only a great many individuals engaged in the same

(Continued on Page 55)

# The Round Table

The associations talk it over . . .



## NORTH CENTRAL REGION

Illinois  
Indiana  
Iowa

Michigan  
Minnesota  
Ohio

North Dakota  
South Dakota  
Wisconsin



Magazine Staff Member: MISS MARY ZIMMERMAN, 4115 Pleasant Drive, Rapid City, South Dakota

### INDIANA

#### Indiana Association of Educational Secretaries

Membership drives in the state have enabled this association to grow from the original 21 members to a present membership of 490.

### MICHIGAN

#### Grosse Pointe Association of Educational Secretaries

The Grosse Pointe secretaries have launched a series of classes with such titles as "Do You Need a Personality Uplift?", "How Is Your English?", "Vocally Yours," "Reading For Leisure," and "That Special Look" in an effort to carry out that New Year resolution to become better women and better secretaries.

The technical-professional aspect will be covered in sessions dealing with mimeograph, typing, and ditto practice.

#### Klamazoo Association of Educational Secretaries

"The Educational Secretary's Career" will be the theme of the work conference planned for August 6 through August 9 at the Ferris Institute. The keynote address, "The Human Side of the Educational Secretary's Career" will be given by Dr. Russell J. Hosler, Chairman, Dept. of Business Education, University of Wisconsin. Among topics to be covered during the conference are school finance, retirement records, teacher certification, school law and current legislation, pupil accounting on permanent records.

#### Macomb County Association of Educational Secretaries

For the first time in the forty-five year history of the National Association of Secondary School Principals' educational secretaries have worked with NA SSP to put on the annual convention. The Macomb County Association members typed and duplicated speeches

given during the convention and to prepared items for release to the press. Approximately 7000 secondary school principals from the United States and Canada attended.

#### **Office Personnel Association of Wayne State University**

Talks on University archives, care and repair of University office machines, secretary-student relations, accounting procedures, and secretarial behavior will be given for the Wayne State Office Association personnel during the spring. Tours of the Universities libraries, radio and television station, audio visual utilization center, and the new education building will be conducted.

The Singing Secretaries who appeared on the 1952 convention banquet program in Detroit, still perform for their members in addition to taping programs for local radio stations.

### **OHIO**

#### **Association of Cincinnati Public School Office Personnel**

Shirley Gallagher, Jeannette Smith, and Ruth Huseman reported to the asso-

ciation on the activities of the Kent (Ohio) State University Workshop for School Secretaries. The three attended the workshop on a scholarship awarded by the association. A scholarship is also awarded a University of Cincinnati business administration student.

### **WISCONSIN**

#### **Milwaukee Association of Educational Secretaries**

The Milwaukee Association will commemorate 25 years of service to the Milwaukee Board of School Directors and the community with a silver anniversary banquet and program at the Wisconsin Club. Mr. Richard Wenzel, Community Relations Department, Milwaukee School Board, will be the guest speaker during a program of "memories" presented by the member secretaries. Honored guests will be past presidents and charter members of MESA who will receive a gold pin designed for the association by one of the MESA secretaries. Over the period of 25 years, the association has had 15 presidents and the membership has grown to three hundred.

## **NORTHWEST REGION**

Alaska

Montana

Washington

Idaho

Oregon

Wyoming



Magazine Staff Member: **MRS. WINNIE BOLINGER**, Lane County School District No. 52, 4640 Barger Avenue, Eugene, Oregon

### **OREGON**

#### **The State Association**

Mr. Joseph Thornton of the F.B.I. was the luncheon speaker during the State Convention of the Oregon Association of Educational Secretaries in March. He told the place women played in F.B.I. work. Sixty-four secretaries were present to hear Mr. Thornton.

At the business meeting, a set of Standards to be forwarded to the Representative Council of the Oregon Education Association for review were adopted. It is expected they will be presented to the State Department to be incorporated in the State Standards.

New officers were installed by Gloria Jirel, Junior Past President. Winnie Bolinger will be starting her fourth year as president this summer.

#### **Lane County Association of Educational Secretaries**

The Lane County Association of Educational Secretaries is making plans for Open House at the National Convention in July.

### **WASHINGTON**

#### **The State Association**

W.A.E.S. will hold its spring conference in Yakima May 6 and 7. At the Sunday morning meeting, Mr. Carl Munson will discuss "Human Relations," and Mrs. Hayes Holman, Auburn, will demonstrate good meeting procedures. The theme will be "Secretaries Place in the Sun."

Mr. Douglas Henderson, Librarian, Mercer Junior High, who participated in the Tacoma meeting in 1959, will dis-



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course "Reading Trends in the United States" and will conduct an informal workshop and lecture on the evaluation of books and the influences of books on a community.

W.A.E.S. and many local groups have offered to assist the Oregon State Educational Association at the National convention in July. There is a growing interest in the professional program and several members of the Washington Association are looking forward to receiving certificates at the convention.

#### Apple Valley Secretaries Association

The Apple Valley Association is really "crackin' the books" these days. The new In-Service Training Program includes three units: English Fundamentals, Human Relations, and School Law. These classes meet one night a week for a three-hour session for 20 weeks and carry college credit.

#### Eastside Association of Educational Secretaries

The Eastside Association of Educational Secretaries, comprised of secretaries from school districts on the East side of Lake Washington, met for dinner in February at the Bel Aire Inn, Bellevue, Washington. Issaquah secretaries were the hostesses. The business meeting was followed by a "short course" in Business English by Miss Doris Freepons, head of the business education department of the Sealth High School in Seattle.

#### Moses Lake Association of Educational Secretaries

The regular monthly dinner meeting of the Moses Lake Association was held

at Elmers, February 8. Four of the members are working on professional standard certificates.

#### Shoreline Association of Educational Secretaries

March!! Spring!—These are words to match the vitality of the Shoreline Association of Educational Secretaries, whose March calendar jumped with activity.

The SAES Eighth Annual Fashion Show at Shoreline High School in March was the group's big money-making event, the money to be used to send delegates to the National Convention at Corvallis, Oregon, in July.

Members assumed the roles of teacher and student at the SAES Spring In-Service on March 29, again at Shoreline High School. Outstanding educators and non-certificated personnel of the Shoreline, Seattle, and Bellevue schools also participated. The theme is "Keys to Learning."

#### Spokane Association of Educational Secretaries

The Spokane Association of Educational Secretaries believes that to keep up member interest, the secretary must be involved in the activities of her organization. Out of 55 members (all of whom belong to national, state, and local, plus associate membership in the Washington Education Association), they have 51 working on committees or performing other tasks directly connected with the progress of the organization, including the preparation of a handbook for the secretarial and clerical personnel of our Spokane School District in co-operation with the school administrative department.

## SOUTHEAST REGION

Alabama	Kentucky	Tennessee
District of Columbia	Mississippi	Virginia
Florida	North Carolina	West Virginia
Georgia	South Carolina	



Magazine Staff Member: MRS. KATHRYN HUTCHERSON, Renan High School, R.F.D. No. 1, Getna, Virginia

### FLORIDA

#### Duval County Association of Educational Secretaries

This association has just been host to the Florida Association of Educational Secretaries Convention held with the

Florida Education Association's Convention in Jacksonville, March 16, 17 & 18.

The Florida reporter wrote, "The 'big' highlight of our convention was that Miss Isabel M. Paddock, Second Vice-President of National Association of Educational Secretaries, was here

with us for the convention. As Margaret Frecker, one of our past presidents from Dade County said, "Now we know that our NAES officers are living, breathing people!" We all fell in love with "Is" and the enthusiasm that she has for NAES was passed on to our state and local organizations that were represented at he convention."

The Ninth Annual luncheon and business meeting was held on Friday with the following State officers elected: President, Mrs. Sadie Lobo; Vice-President, Mrs. Francis Nix; Corresponding Secretary, Mrs. Sara Vann; Recording Secretary, Mrs. Edythe Butcher; Treasurer, Mrs. Kathryn Duchemin; Historian, Mrs. Celia Bordeaux. The luncheon speaker was Mrs. Richard L. James who spoke on "The Whole Child."

A reception honoring past presidents was held Friday night in the Sky Room of the Mayflower Hotel. "Is" received a special crown with orange blossoms and shells decorating it.

On Saturday morning the breakfast was held in the Seminole Hotel. Honored guests were Mr. Ish Brant and our

speaker Mr. Jack Stevens, Assistant Executive Secretary, Florida Education Association. His subject was "The Educational Secretary and the Small World Around Her." A fashion show with clothes suitable for an educational secretary was shown by Miss Susan Reid from Sears Roebuck.

## VIRGINIA

### Arlington Association of Educational Secretaries

The Arlington Association of Educational Secretaries will soon celebrate its first birthday, with 107 members enrolled. "Togetherness," or "Getting to Know You" might well be termed the theme of the 4 yearly meetings of this group.

### District "E" Association of Educational Secretaries

This group met in March in Danville to elect officers, draw up constitution and by-laws, and prepare the program for the fall meeting. Mrs. Kathryn Hutcherson was elected president.

## NORTHEAST REGION

Connecticut	Maryland	New Jersey	Rhode Island
Delaware	Massachusetts	New York	Vermont
Maine	New Hampshire	Pennsylvania	

Magazine Staff Member: **MRS. DOROTHY CALL**, 505 Locust Avenue, Torresdale Manor, Philadelphia 14, Pennsylvania

## MAINE

### Maine Educational Secretaries Association

Following their recent annual meeting, Maine now proudly salutes the 103 paid memberships for this year. Plans are being made for a spring workshop based on the results of the recent survey conducted, in questionnaire form, among all of the schools. Federal Reports and Payrolls are the projects requested by the secretaries in the superintendents' offices; Pupil and Records Procedures are the projects requested by the junior high school secretaries; and, Guidance Reports have been requested by the senior high school secretaries. Speakers are being arranged with the help of the State Department.

Maine is also working on a Handbook and would appreciate samples and ideas

from other successful organizations who have a handbook. Send your sample handbooks and ideas to: Angela M. Elwell, Secretary, Office of the Superintendent of Schools, West Buxton, Mass.

## MARYLAND

### Baltimore City Educational Secretaries Association

At a recent dinner-meeting, the Baltimore City Educational Secretaries Association honored Marguerite O'Hara, who is retiring after thirty-eight years of service. Along with a transistor radio, Marguerite received a certificate of appreciation for her distinguished service, which was signed by the Superintendent of Schools, Dr. George B. Brain; and Beatrice Muerling, President of the Baltimore Association.



## MASSACHUSETTS

### Massachusetts Association of School Secretaries

District III, which is comprised of cities and towns in Middlesex County, recently held its yearly meeting, with 89 secretaries attending. Workshop sessions were conducted on "State Forms," "Registers and Pupil Personnel," and "Professional Standards Program." Ruth Crowley conducted the workshop on Professional Standards Program.

## NEW HAMPSHIRE

Plans are well under way for the Ninth Annual Workshop to be held late this spring. The keynote address, "How to Analyze Your Work Load," will be presented by Mr. Kenneth H. Little, Systems Engineer, to be followed by sectional group meetings conducted by Mr. Little and his staff. Another highlight will be the sessions on "Psychology" and "Public Relations."

The University of New Hampshire has instituted a seven-week extension course to be held at Manchester. This course will assist secretaries in the Professional Standards Program.

"April Showers" was the theme of the annual Spring Meeting held in Hanover with Viva Nehring presiding.

## NEW JERSEY

### New Jersey Association of Educational Secretaries

Work conferences with consultants from the New Jersey Department of Education proved a popular feature at the recent Convention of the N.J. Association of Educational Secretaries.

The consultants pointed out that valuable information is gained from the burdensome annual reports which often show whether there is an adequate number of teachers and buildings. Information acquired from these reports finally results in new legislation concerning schools, and more and better teachers' colleges. The consultant stated seven points about all reports forwarded to the state office.

1. They can determine Average Daily Enrollment in each district, which is the key to all state aid.

2. Much statistical information is relayed to the Office of Education in Washington since many of the reports are required by law.

3. Reports are used to the advantage of a local district in building aid, particularly those showing half-sessions and substandard classrooms.

4. From reports on teacher certification, surveys determine how the state shall supply fully certified teachers; and determine the areas in which to enlarge state colleges by showing where the need is greatest.

5. Much of the information received from school districts is transferred to I.B.M. cards giving the state department vital information immediately at hand.

6. Statistics over the years form a pattern necessary to future planning.

7. For statistics to be valuable, they must be accurate.

The Director of Secondary Education summarized the purpose of the conferences when he stated, "... the opportunity for various members of our Department to become better acquainted with you folks was an excellent one and I hope that in the future a similar program will be held."

## NEW YORK

### The State Association

Preliminary plans are underway for the annual convention of the New York State Association of Educational Secretaries to be held on October 13 and 14 at North Syracuse, New York. Hosted by the North Syracuse Central Schools Association of Educational Secretaries, this year's meeting will be conducted at the new and plush Hotel Syracuse Country House.

Chairman of the state-wide session is Mrs. Genevieve Therre of North Syracuse Central Schools. Included on the agenda will be six workshops designed to assist and inform educational secretaries of the latest techniques and developments in their field. The committee is also arranging a luncheon-fashion show and a banquet. One of the highlights will be the appearance of a widely known Pennsylvania trio, featuring Mrs. Mildred Thomas, who will present selections from a Broadway show.

### Roslyn Educational Secretaries Association

On August 14 thru 18, the Teachers College of Columbia University will sponsor a "Work Conference for Educational Secretaries." See the story on page — of this magazine.

### Patchogue Office Staff Association

"The Fourth Annual Scholarship" will be awarded by this association in June to a student who will continue her secretarial studies in a college or business school.

### **Long Island Association of Educational Secretaries**

LIAES' main effort each year is a "Workshop Day," the first such Workshop, in 1954, offered six areas of interest to educational secretaries and attendance at this initial affair was 400. The latest Workshop now expanded to three separate locations on Long Island, was attended by over 1400 educational secretaries and offered 35 categories for study and discussion. Quite a success story, wouldn't you say?

## **PENNSYLVANIA**

### **Pennsylvania State Association of Educational Secretaries**

The Sixth Annual Educational Secretaries Conference was held in late April, at the Pennsylvania State University. Of particular interest was the session on "The Basic Concepts of the New Accounting System for Pennsylvania School Districts."

Pennsylvania now boasts of twenty-three organized groups throughout the State and is hoping to exceed the 800 members of last year.

### **Allegheny County Secretaries Association**

"Refresher Typing" was the recently conducted In-Service Program, with Dr. George Anderson of the University of Pittsburgh as the instructor. The Third Annual Bosses' Night was held in mid-April and was well attended. A handwriting analyst was the program feature.

### **Delaware County Association of Educational Secretaries**

"Professional Standards" was the topic of the recent meeting held by this active association. They reviewed the slides and tapes and hope many other associations will do likewise.

### **Lower Bucks County Association of Educational Secretaries**

Having been "snowed out" of the planned Bosses' Night in December, this group is now planning to "blossom out"

in May and have their Bosses' Night as originally planned. Dr. George Raab, County Superintendent of Bucks County Schools, will be among the honored guests, along with Mr. Fred H. Miller, Director of the Public Service Institute of Harrisburg.

In-service Programs are well underway for 1961 and the following sessions have recently been completed. "World Affairs," "Accelerated Reading," and "Public Speaking." A new secretarial directory for Lower Bucks has been compiled and distributed to the membership. A brochure-booklet outlining the history of this organization from its beginning to the present, is now being worked upon and will be distributed to all potential and prospective members for 1961-1962.

### **Lancaster County Association of Educational Secretaries**

A one-day workshop, the first of its kind, is planned for this group. Dr. Harry K. Gerlach, Assistant Superintendent of Lancaster County Public Schools, will participate in the program along with Dr. A. G. Breidenstine, Dean, Millersville State College.

### **Abington Association of Educational Secretaries**

This new and very active association has served as Editors for the State Newsletter this term and have done a very noble job. They have also had representatives to all state affairs and meetings and are now looking forward to the N.E.A. Convention in Atlantic City.

### **Philadelphia Association of Educational Secretaries**

"Conversational Spanish," "Preparation for Professional Standards Program," and "Broaden Your Horizon" are the in-service courses now being offered and the response has been very gratifying. Plans are underway for the Annual General Meeting and the Annual Luncheon, both planned for later Spring.

## SOUTHWEST REGION

Arizona

Colorado

Nevada

California

Hawaii

Utah

New Mexico



Magazine Staff Member: MRS. MARGARET SAVAGE, 562 Browning Avenue, Salt Lake City, Utah

### ARIZONA

#### Phoenix Educational Secretaries Association

This group recently held their First Annual Bosses' Luncheon. "With lovely decorations (birds, butterflies, and flowers), good food (broiled chicken), wonderful entertainment (a choral group and pom pom girls from two of their high schools), an excellent speaker, and above-all, good fellowship, this affair was a huge success," says the Association's reporter.

### CALIFORNIA

#### California Association of Educational Secretaries

Bosses' Night will be a real surprise to all this year, particularly the bosses! "Names & Faces" is the theme. It will be held in San Mateo in May, and an honorary membership will be awarded to a deserving boss. Dr. Rex Turner, Superintendent of Sequoia Union High School, will install the new officers for 1961-63.

#### Alhambra Association of Educational Office Employees

"Countdown—Blast Off!" will launch the Sixth Annual Workshop of this group. They invited some of the neighboring schools and also the Superintendents and Board Members from the Alhambra District Board of Education.

In April, they took time out to visit their Educational Neighbors. (Your magazine staff member thinks this is a very good way to increase enthusiasm and membership.)

#### Association of Educational Office Employees of the Los Angeles School Districts

This association set their membership goal at 660 members and have nearly reached it!

It has been a record year for educational orientation and learning. The theme for the year has been "Know

Your Board Offices and Personnel" and monthly tours to different offices has formed a closer tie and understanding between schools and business and administrative offices.

#### Pasadena Association of School Secretaries

A 50% increase in membership has been their most encouraging progress—and to even further this project they are going to send a letter to each of their Educational Secretaries in the fall. This letter will state the purposes of the organization, meeting times and places, the executive board, and a blank to fill out when sending in dues. This will be given to new employees in the system during the year.

The Christmas money-making project this year enabled this group to help buy a set of Encyclopedias for a school in the Philippines. (The Alhambra group helped on this too and some very interesting correspondence ensued). \$200 was given to a local welfare agency to establish a "shoe fund" for needy children and a \$100 scholarship will be given annually to a high school graduate who is interested in furthering her education in business.

This association will celebrate their 25th Anniversary at a Silver Anniversary Banquet in June.

#### Riverside County Association of Educational Office Employees

For a second year, a trophy was awarded to the winner of the Riverside County Educational Office Worker of the Year. It was given during their Bosses' Night Meeting and was awarded to Helen Alexander, whose "Boss," District Superintendent Ellis Cline, who wrote the letter about her which won the county-wide contest.

#### South Bay Educational Office Employees Association

"Good, Better, Best" may remind you of that once-learned bit of grammar called "comparison of modifiers—positive, comparative, superlative. This was

the theme of their April Meeting and it proved to these educational secretaries that some secretaries are good, better or best and some are bad, worse, and worst. Mrs. Helen Fenner, president of the State Association, chose as her topic "Take a Letter, Miss Jones."

## COLORADO

### The Colorado Association of Educational Secretaries

Boulder, Colorado was the Spring Workshop site. A full day's program of study and relaxation was given. Plans for a traveling library of reference books for use in preparing for the PSP testing program, are being perfected and initial books will be ready for distribution before the year ends. It is hoped this program will add stimulus to the interest in the Professional Standards Program.

## NEW MEXICO

### New Mexico Association of Educational Secretaries

Plans are well underway for the workshop for educational secretaries to be

held at the University of New Mexico, and Eastern New Mexico University in July. Public and personnel relations, good English usage, accurate state reports, telephone manners, good grooming, will be topics of discussion. There will be skits, films, panel discussions, sectional meetings, and banquets.

There has been four district meetings for educational secretaries throughout New Mexico during February, March, and April, which were held at the time of the district meetings of the New Mexico Educational Association. Attendance at these meetings was very good and new members were recruited.

The Albuquerque Educational Secretaries will hold their third annual "Boss's Nite" soon.

## UTAH

### Utah Educational Secretaries Association

Our State President, VaLois Chipman, has made a state-wide appeal to our girls "to go by a chartered bus" to Corvallis in July.

## SOUTH CENTRAL REGION

Arkansas

Missouri

Texas

Kansas

Nebraska

Louisiana

Oklahoma



Magazine Staff Member: **MRS. VELMA NORMAN**, Houston School District, 1300 Capitol Avenue, Houston 2, Texas

## TEXAS

### Capital City Educational Secretaries

"Educational Secretaries Look at Modern Procedures" was the theme of the First Annual Workshop sponsored by Capital City Educational Secretaries Association in February, at Huston-Tillotson College Library. Speaker for the morning assembly was Mrs. Irma Beatty, Austin Public Schools Personnel Assistant, whose general discussion was on human relations and professional growth. Following a coffee break, a session "How To With Business Machines," courtesy of the Duncan Typewriting Company, was held. Techniques of typewriting—manual, electric, and automatic—and bookkeeping was given by Joe

Harris, local representative for the Royal Typewriting Company.

Principal F. R. Rice, Blackshear Elementary School, served as moderator for the panel "What Bosses Expect of Their Secretaries" which opened the afternoon session. Other panelists were Principal T. C. Calhoun, Kealing Junior High School; T. A. Mayes, Travis County Agent; President J. J. Seabrook, Huston-Tillotson College; and Paul J. Smith, Business Manager, Blind, Deaf and Orphans School.

The workshop ended with the showing of the film "A Manner of Speaking"—a 28-minute sound film in color, courtesy of Southwestern Bell Telephone Company.



## MISSOURI

### The State Association

The 1961 Workshop of the Missouri Association of Educational Secretaries opened on March 3 at the Missouri School for the Blind in St. Louis.

Over 200 educational secretaries and 30 superintendents toured the building with student guides. Mrs. Jean Fritsche, state president, presided at the luncheon. Miss Virginia Riley of Mt. Vernon, Illinois, and NAES Professional Standards Program Chairman spoke on the PSP program and its history. Luncheon speaker was Dr. Merle T. Welshans, Professor of Finance at Washington University, who spoke on "Changing Concepts of Administrative Responsibility."

Other topics for the Workshop included "What An Employer Expects of His Secretary," by Miss Kay Williams; "Professional Demeanor" by Miss Polly Clark, Director of Special Events of Famous-Barr; discussion sessions for superintendent's, elementary, secondary, and financial secretaries.

### OVERSET

(Continued from Page 46)

kind of work. It is only as a result of its own organized, self-directed efforts that status as a profession may be achieved by any group.

"Membership in the national, state and local organizations is valuable to the educational secretary. It is especially valuable—almost necessary—for those who are beginners and for those who work in the smaller offices. No matter what the assignment, a worker is more efficient if he knows what others are doing in similar situations. He will gain greater satisfaction from his work as he shares the inspiration of the best in his profession. . . .

"One secretary alone can achieve little, even at great sacrifice of time, effort and personal funds. When he joins with his fellow secretaries locally he adds to his strength. When he and his local group pool their efforts and resources with those of thousands of

other secretarial employees, they not only multiply but they magnify their effectiveness. . . .

"Recognition for the educational secretary can be gained only through a united profession—active membership in local, state and national associations. The three are interdependent—one cannot function at maximum efficiency without the strength and support of the others."

### DO YOU KNOW:



Adv. Mgr.: NES  
**Virginia Mathony**  
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Whittier,  
California

**Wilma R. Haight**  
28 Hillside Ave.  
Glen Ridge,  
New Jersey



**Agnes Dobronski**  
5286 Mead  
Dearborn,  
Michigan

## *The Editor Talks Out Loud . . .*

Remember, in the October issue we ran a contest to name this column. Many, many titles were turned in, and the editor's committee chose an idea from the names sent in by Hilda Krohn, President of the Seattle Association of School Secretaries. She had suggested "A Memo to You." I thought that I'd like to write under the banner of "The Editor's Memo," if I were going to continue as editor.

A subscription to ARIZONA HIGHWAYS is being entered in Hilda's name and she will be receiving her first copy soon. Thank you, Hilda.

o o o

And thank you, all of you, who did reply to the contest. It was a joy to hear from you, and I'm sorry each of you couldn't win.

o o o

It was a joy to have your notes. You see, an editor never knows whether she's reaching her readers or not. Sometimes she wonders if anyone at all is reading the magazine.

In the first issue this year, I had to cut many of the fine lines written about the Associations so that the professional articles could be run in their completeness. Type, you know, is inflexible; that is, just so many lines of type will go into just so many inches of space, and you can't get a single extra line tucked in. Also, magazines must be printed in a certain number of pages, 32, 48, or 60. In our format, a 48-page magazine is the most economical to print and to mail.

So, when there is too much material for 48-pages—out comes the blue pencil, and the editor has to cut and delete. Makes her sad.

Makes reporters pretty mad, too, to have their good stuff chopped up. Makes the Associations unhappy too.

So—in the February issue, I put in **Everything** that the Associations sent. And you know what? Not one single person said they liked it!

Came the last issue—and I looked at all the good material turned in by the reporters and the Associations and I held up the long galley proofs of oversight—and I threw caution and the NAES budget to the winds—and here you have a 60-page magazine!

This is the last time I shall edit this magazine. Next year, the Editor will be Mary Ellen Dettweiler, of Elkhart, Indiana. Mary Ellen is an experienced Editor, and you will enjoy reading our favorite publication under her talented guidance.

I have loved being the editor of this magazine. I thank each and every one who has contributed, written articles or short squibs, or turned in news reports. I sit here at my typewriter with mixed emotions: closing one door, that of editing, and getting ready to open another, studying and teaching.

It is May 1. Spring in Tucson is really here. Almost summer. It is 5 a.m. in the morning. Today is the Eleventh Birthday of my cat, Bubble Gum. She is sitting on my lap as I write this column.

In the past eleven years that I have been active in NAES, there have been many mornings at 5 a.m. when Bubble Gum and I got up early to work on NAES projects. How many times she has sat on my lap or right beside the typewriter as I have pounded out letters, articles, ideas. (Only cat lovers among you can understand how lucky I am to be chosen by a cat!)

But all of you can understand how lucky I am to have been a member of the National Association of Educational Secretaries, to have been its president during a term, to have been given my Life Membership pin by my executive board, to have friends all over the country—just wonderfully lucky! And humbly thankful.

And so, it's the end of the column, and I say "Hasta luego!"

—RACHEL MAYNARD



PSP

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Places \_\_\_\_\_

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